



MISSISSIPPI COUNTY, MISSOURI

TWO YEARS ENDED DECEMBER 31, 1999

**From The Office Of State Auditor
Claire McCaskill**

Report No. 2000-99
September 25, 2000
www.auditor.state.mo.us

AUDIT REPORT



Office Of The
State Auditor Of Missouri
Claire McCaskill

September 2000

www.auditor.state.mo.us

IMPORTANT: The Missouri State Auditor is required by Missouri law to conduct audits only once every four years in counties, like Mississippi, which do not have a county auditor. However, to assist such counties in meeting federal audit requirements, the State Auditor will also perform a financial and compliance audit of various county operating funds every two years. This voluntary service to Missouri counties can only be provided when state auditing resources are available and does not interfere with the State Auditor's constitutional responsibility of auditing state government.

Once every four years, the State Auditor's statutory audit will cover additional areas of county operations, as well as the elected county officials, as required by Missouri's Constitution.

This audit of Mississippi County included additional areas of county operations, as well as the elected county officials. The following concerns were noted as part of the audit:

- As discussed in the prior audit report, in April 1996, Mississippi County voters approved a one-fourth of one percent sales tax levy, which became effective October 1, 1996, for the purpose of funding senior citizens' services within the county. The county imposed this sales tax under state statute; however, the county also has another one-half of one percent sales tax levy for the general revenue fund under this law. There was no evidence that the county reviewed this concern with their legal authority and the condition remains.
- Similarly noted in previous audits, warrants were issued in excess of approved budgeted expenditures in several funds. Formal budgets were not prepared for various county funds. Also, during 1999 and 1998, the County Commission and the Health Center amended various county budgets to reflect increased expenditures made during the year. Public hearings were not held prior to the adoption of some of the budget amendments. In addition, prior to amending these budgets, the expenditures for some funds had already exceeded the original budgets.
- Mileage reimbursements were not always prepared in accordance with county procedures. The audit also questions the propriety of some mileage paid due to inadequate documentation of the claim.

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YELLOW SHEET

- Mississippi County was designated as the recipient for several federal grants which were passed through to various not-for-profit organizations. The county did not adequately monitor these subrecipients.
- The county pays the salary of the Special Prosecutor and is reimbursed through the Midwest High Intensity Drug Trafficking Area grant. However, the county does not require the Special Prosecutor to submit a monthly time sheet.
- No written legal opinion was obtained to support the appropriateness of increasing the salaries of some officials in the middle of their term.

Also included in the audit are recommendations to improve the accounting controls and procedures for the Sheriff and Prosecuting Attorney. The audit also suggested improvements be made in the county's expenditure procedures, including procurement of professional services, written contracts, personnel matters, and approval of receipt of goods or services. In addition, the audit included recommendations relating to improving procedures to track federal awards for preparations of the schedule of expenditures of federal awards.

Copies of the audit are available upon request.

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FINANCIAL SECTION

State Auditor's Reports



CLAIRE C. McCASKILL
Missouri State Auditor

**INDEPENDENT AUDITOR'S REPORT ON THE FINANCIAL
STATEMENTS AND SUPPLEMENTARY SCHEDULE OF
EXPENDITURES OF FEDERAL AWARDS**

To the County Commission
and
Officeholders of Mississippi County, Missouri

We have audited the accompanying special-purpose financial statements of various funds of Mississippi County, Missouri, as of and for the years ended December 31, 1999 and 1998, as identified in the table of contents. These special-purpose financial statements are the responsibility of the county's management. Our responsibility is to express an opinion on these special-purpose financial statements based on our audit.

We conducted our audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the special-purpose financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the special-purpose financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

The accompanying special-purpose financial statements were prepared for the purpose of presenting the receipts, disbursements, and changes in cash of various funds of Mississippi County, Missouri, and comparisons of such information with the corresponding budgeted information for various funds of the county and are not intended to be a complete presentation of the financial position and results of operations of those funds or of Mississippi County.

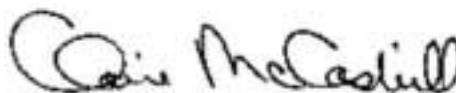
In our opinion, the special-purpose financial statements referred to in the first paragraph present fairly, in all material respects, the receipts, disbursements, and changes in cash of various funds of Mississippi County, Missouri, and comparisons of such information with the corresponding budgeted information for various funds of the county as of and for the years ended December 31,

1999 and 1998, in conformity with the comprehensive basis of accounting discussed in Note 1, which is a basis of accounting other than generally accepted accounting principles.

In accordance with *Government Auditing Standards*, we also have issued our report dated May 11, 2000, on our consideration of the county's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grants.

The accompanying Schedule of Expenditures of Federal Awards is presented for purposes of additional analysis as required by U.S. Office of Management and Budget (OMB) Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, and is not a required part of the special-purpose financial statements. Such information has been subjected to the auditing procedures applied in the audit of the special-purpose financial statements and, in our opinion, is fairly stated, in all material respects, in relation to the special-purpose financial statements taken as a whole.

The accompanying History, Organization, and Statistical Information is presented for informational purposes. This information was obtained from the management of Mississippi County, Missouri, and was not subjected to the auditing procedures applied in the audit of the special-purpose financial statements referred to above.



Claire McCaskill
State Auditor

May 11, 2000 (fieldwork completion date)

The following auditors participated in the preparation of this report:

Director of Audits:	Thomas J. Kremer, CPA
Audit Manager:	Debra S. Lewis, CPA
Audit Staff:	A. Dailey
	Norma L. Payne
	Douglas J. Robinson
	B. Simpson



CLAIRE C. McCASKILL
Missouri State Auditor

INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE
AND ON INTERNAL CONTROL OVER FINANCIAL REPORTING
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED
IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

To the County Commission
and
Officeholders of Mississippi County, Missouri

We have audited the special-purpose financial statements of various funds of Mississippi County, Missouri, as of and for the years ended December 31, 1999 and 1998, and have issued our report thereon dated May 11, 2000. We conducted our audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Compliance

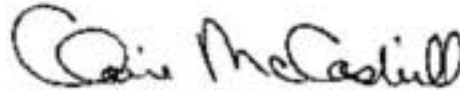
As part of obtaining reasonable assurance about whether the special-purpose financial statements of various funds of Mississippi County, Missouri, are free of material misstatement, we performed tests of the county's compliance with certain provisions of laws, regulations, contracts, and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed an instance of noncompliance that is required to be reported under *Government Auditing Standards* and which is described in the accompanying Schedule of Findings and Questioned Costs as finding number 99-1. We also noted certain immaterial instances of noncompliance which are described in the accompanying Management Advisory Report.

Internal Control Over Financial Reporting

In planning and performing our audit of the special-purpose financial statements of various funds of Mississippi County, Missouri, we considered the county's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the special-purpose financial statements and not to provide assurance on the internal control over financial reporting. Our consideration of the internal control over financial reporting would not

necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the special-purpose financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses. However, we noted other matters involving the internal control over financial reporting which are described in the accompanying Management Advisory Report.

This report is intended for the information of the management of Mississippi County, Missouri; federal awarding agencies and pass-through entities; and other applicable government officials. However, this report is a matter of public record and its distribution is not limited.

A handwritten signature in dark ink, appearing to read "Claire McCaskill". The signature is fluid and cursive, with the first name "Claire" being more prominent than the last name "McCaskill".

Claire McCaskill
State Auditor

May 11, 2000 (fieldwork completion date)

Financial Statements

Exhibit A-1

MISSISSIPPI COUNTY, MISSOURI
STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CHANGES IN CASH - VARIOUS FUNDS
YEAR ENDED DECEMBER 31, 1999

Fund	Cash, January 1	Receipts	Disbursements	Cash, December 31
General Revenue	\$ 444,268	1,582,139	1,523,485	502,922
Special Road and Bridge	317,609	1,055,888	1,203,391	170,106
Assessment	3,601	126,147	129,443	305
Law Enforcement Training	6,706	7,385	2,042	12,049
Prosecuting Attorney Training	2,903	1,263	1,913	2,253
Health Center	362,428	538,424	749,533	151,319
Senate Bill 40 Board	639,106	128,554	63,686	703,974
Johnson Grass	51,523	52,148	28,728	74,943
Law Enforcement Sales Tax	280,533	1,184,981	1,465,333	181
Capital Improvement Sales Tax	337,152	434,116	668,674	102,594
Recorder's User Fee	4,869	5,342	4,211	6,000
911	83,242	70,174	76,038	77,378
Building	592,440	1,287,207	1,523,415	356,232
Prosecuting Attorney Bad Checks	3,923	3,007	3,566	3,364
Drainage Districts	94,167	221,096	225,010	90,253
Crime Reduction	3,187	6,866	8,273	1,780
Federal Confiscated Drug Monies	0	23,970	5,116	18,854
Special Prosecutor's	1,170	56,217	58,111	(724)
Cultural Productivity Grant	0	117,715	117,715	0
Victims of Domestic Violence	230	1,385	1,501	114
Senior Citizens Sales Tax	0	214,521	214,521	0
St. John's New Madrid Floodway CDBG	0	375,000	375,000	0
Collector Microfilm Grant	2,481	109	2,590	0
Local Records Center	0	21,936	21,936	0
Circuit Clerk Interest	58	2,621	1,488	1,191
Law Library	5,436	4,730	981	9,185
Associate Circuit Interest	1,334	427	1,761	0
Juvenile Assessment Fund	4,853	889	0	5,742
Total	\$ 3,243,219	7,524,257	8,477,461	2,290,015

The accompanying Notes to the Financial Statements are an integral part of this statement.

Exhibit A-2

MISSISSIPPI COUNTY, MISSOURI
STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CHANGES IN CASH - VARIOUS FUNDS
YEAR ENDED DECEMBER 31, 1998

Fund	Cash, January 1	Receipts	Disbursements	Cash, December 31
General Revenue	\$ 323,090	1,646,426	1,525,248	444,268
Special Road and Bridge	253,495	839,862	775,748	317,609
Assessment	1,741	123,720	121,860	3,601
Law Enforcement Training	3,030	8,024	4,348	6,706
Prosecuting Attorney Training	2,478	1,412	987	2,903
Health Center	361,512	437,824	436,908	362,428
Senate Bill 40 Board	541,087	142,154	44,135	639,106
Johnson Grass	26,757	55,594	30,828	51,523
Law Enforcement Sales Tax	200,931	408,834	329,232	280,533
Capital Improvement Sales Tax	0	337,152	0	337,152
Recorder's User Fee	4,044	5,127	4,302	4,869
911	65,850	69,008	51,616	83,242
Local Records Grant	30	20,148	20,178	0
Building	1,190,692	62,904	661,156	592,440
Prosecuting Attorney Bad Checks	2,565	3,302	1,944	3,923
Drainage Districts	106,528	71,520	83,881	94,167
Crime Reduction	2,964	8,339	8,116	3,187
Federal Confiscated Drug Monies	236	4	240	0
DARE	1,885	13,382	15,267	0
Special Prosecutor's	(354)	57,041	55,517	1,170
Cultural Productivity Grant	0	124,938	124,938	0
Victims of Domestic Violence	185	1,750	1,705	230
Senior Citizens Sales Tax	0	203,162	203,162	0
Collector Microfilm Grant	0	3,994	1,513	2,481
Local Records Center	0	16,753	16,753	0
Circuit Clerk Interest	485	662	1,089	58
Law Library	2,729	3,430	723	5,436
Associate Circuit Interest	886	891	443	1,334
Juvenile Assessment Fund	3,739	1,114	0	4,853
Total	\$ 3,096,585	4,668,471	4,521,837	3,243,219

The accompanying Notes to the Financial Statements are an integral part of this statement.

Exhibit B

MISSISSIPPI COUNTY, MISSOURI
 COMPARATIVE STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CHANGES IN CASH - BUDGET AND ACTUAL
 GENERAL REVENUE FUND

	Year Ended December 31,					
	1999			1998		
	Budget	Actual	Variance Favorable (Unfavorable)	Budget	Actual	Variance Favorable (Unfavorable)
RECEIPTS						
Property taxes	\$ 225,000	213,188	(11,812)	200,000	220,943	20,943
Sales taxes	780,000	824,324	44,324	760,000	764,906	4,906
Intergovernmental	250,950	301,918	50,968	363,194	385,584	22,390
Charges for services	168,700	165,518	(3,182)	176,500	198,756	22,256
Interest	15,000	28,341	13,341	14,000	24,993	10,993
Other	40,445	48,850	8,405	36,690	51,244	14,554
Total Receipts	1,480,095	1,582,139	102,044	1,550,384	1,646,426	96,042
DISBURSEMENTS						
County Commission	76,897	93,386	(16,489)	67,500	66,141	1,359
County Clerk	69,700	67,626	2,074	63,080	62,527	553
Elections	8,000	6,655	1,345	28,000	40,729	(12,729)
Buildings and grounds	108,700	108,899	(199)	100,180	105,652	(5,472)
Employee fringe benefits	123,500	81,650	41,850	135,100	151,805	(16,705)
County Treasurer	26,458	26,348	110	21,415	21,601	(186)
County Collector	68,890	68,120	770	72,930	71,921	1,009
Ex Officio Recorder of Deeds	15,650	13,328	2,322	14,950	15,124	(174)
Circuit Clerk	13,500	13,762	(262)	13,024	12,850	174
Associate Circuit Court	8,250	7,624	626	8,050	6,112	1,938
Associate Circuit (Probate)	2,400	349	2,051	2,400	490	1,910
Court administration	16,000	12,282	3,718	15,250	6,158	9,092
Public Administrator	9,750	12,279	(2,529)	9,950	11,075	(1,125)
Sheriff	0	0	0	218,508	224,412	(5,904)
Jail	0	0	0	159,113	174,233	(15,120)
Prosecuting Attorney	100,150	99,728	422	89,200	87,234	1,966
Juvenile Officer	42,000	63,709	(21,709)	81,000	79,161	1,839
County Coroner	10,000	14,022	(4,022)	9,500	9,945	(445)
Task Force	180,000	209,999	(29,999)	153,044	177,904	(24,860)
Public health and welfare services	26,111	18,054	8,057	26,111	27,132	(1,021)
Other	211,991	164,729	47,262	167,714	112,838	54,876
Transfers out	371,313	440,936	(69,623)	64,915	60,204	4,711
Emergency Fund	45,000	0	45,000	45,000	0	45,000
Total Disbursements	1,534,260	1,523,485	10,775	1,565,934	1,525,248	40,686
RECEIPTS OVER (UNDER) DISBURSEMENTS	(54,165)	58,654	112,819	(15,550)	121,178	136,728
CASH, JANUARY 1	444,268	444,268	0	323,090	323,090	0
CASH, DECEMBER 31	\$ 390,103	502,922	112,819	307,540	444,268	136,728

The accompanying Notes to the Financial Statements are an integral part of this statement.

Exhibit C

MISSISSIPPI COUNTY, MISSOURI
 COMPARATIVE STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CHANGES IN CASH - BUDGET AND ACTUAL
 SPECIAL ROAD AND BRIDGE FUND

	Year Ended December 31,					
	1999			1998		
	Budget	Actual	Variance Favorable (Unfavorable)	Budget	Actual	Variance Favorable (Unfavorable)
RECEIPTS						
Property taxes	\$ 320,000	311,512	(8,488)	300,000	336,293	36,293
Sales taxes	0	1,461	1,461	500	1,163	663
Intergovernmental	670,000	668,492	(1,508)	610,000	421,211	(188,789)
Charges for services	60,000	60,270	270	10,000	50,353	40,353
Interest	15,000	13,743	(1,257)	10,000	20,890	10,890
Other	1,750	410	(1,340)	1,250	9,952	8,702
Total Receipts	1,066,750	1,055,888	(10,862)	931,750	839,862	(91,888)
DISBURSEMENTS						
Salaries	325,000	303,989	21,011	315,000	297,190	17,810
Employee fringe benefits	90,450	76,005	14,445	88,050	80,225	7,825
Supplies	87,400	77,200	10,200	89,300	77,282	12,018
Insurance	15,000	11,950	3,050	15,000	10,989	4,011
Road and bridge materials	185,000	149,299	35,701	130,000	161,142	(31,142)
Equipment repairs	55,000	122,049	(67,049)	65,000	99,180	(34,180)
Equipment purchases	165,000	196,144	(31,144)	20,000	24,550	(4,550)
Construction, repair, and maintenance	281,000	258,082	22,918	210,000	8,650	201,350
Other	9,000	8,673	327	55,000	16,540	38,460
Total Disbursements	1,212,850	1,203,391	9,459	987,350	775,748	211,602
RECEIPTS OVER (UNDER) DISBURSEMENTS	(146,100)	(147,503)	(1,403)	(55,600)	64,114	119,714
CASH, JANUARY 1	317,609	317,609	0	253,495	253,495	0
CASH, DECEMBER 31	\$ 171,509	170,106	(1,403)	197,895	317,609	119,714

The accompanying Notes to the Financial Statements are an integral part of this statement.

Exhibit D

MISSISSIPPI COUNTY, MISSOURI
 COMPARATIVE STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CHANGES IN CASH - BUDGET AND ACTUAL
 ASSESSMENT FUND

Year Ended December 31,						
1999			1998			
	Budget	Actual	Variance Favorable (Unfavorable)	Budget	Actual	Variance Favorable (Unfavorable)
RECEIPTS						
Intergovernmental	\$ 98,500	107,478	8,978	97,100	99,311	2,211
Interest	250	669	419	250	457	207
Other	250	0	(250)	0	952	952
Transfers in	23,800	18,000	(5,800)	27,309	23,000	(4,309)
Total Receipts	122,800	126,147	3,347	124,659	123,720	(939)
DISBURSEMENTS						
Assessor	126,400	129,443	(3,043)	126,400	121,860	4,540
Total Disbursements	126,400	129,443	(3,043)	126,400	121,860	4,540
RECEIPTS OVER (UNDER) DISBURSEMENTS	(3,600)	(3,296)	304	(1,741)	1,860	3,601
CASH, JANUARY 1	3,601	3,601	0	1,741	1,741	0
CASH, DECEMBER 31	\$ 1	305	304	0	3,601	3,601

The accompanying Notes to the Financial Statements are an integral part of this statement.

Exhibit E

MISSISSIPPI COUNTY, MISSOURI
 COMPARATIVE STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CHANGES IN CASH - BUDGET AND ACTUAL
 LAW ENFORCEMENT TRAINING FUND

		Year Ended December 31,					
		1999			1998		
		Budget	Actual	Variance Favorable (Unfavorable)	Budget	Actual	Variance Favorable (Unfavorable)
RECEIPTS							
Intergovernmental	\$	2,250	2,408	158	2,000	2,532	532
Charges for services		4,500	4,839	339	3,750	5,365	1,615
Interest		75	138	63	30	127	97
Total Receipts		6,825	7,385	560	5,780	8,024	2,244
DISBURSEMENTS							
Sheriff		7,500	2,042	5,458	8,000	4,348	3,652
Total Disbursements		7,500	2,042	5,458	8,000	4,348	3,652
RECEIPTS OVER (UNDER) DISBURSEMENTS		(675)	5,343	6,018	(2,220)	3,676	5,896
CASH, JANUARY 1		6,706	6,706	0	3,030	3,030	0
CASH, DECEMBER 31	\$	6,031	12,049	6,018	810	6,706	5,896

The accompanying Notes to the Financial Statements are an integral part of this statement.

Exhibit F

MISSISSIPPI COUNTY, MISSOURI
COMPARATIVE STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CHANGES IN CASH - BUDGET AND ACTUAL
PROSECUTING ATTORNEY TRAINING FUND

Year Ended December 31,						
1999			1998			
		Variance			Variance	
		Favorable			Favorable	
		(Unfavorable)			(Unfavorable)	
	Budget	Actual	Budget	Actual		
RECEIPTS						
Charges for services	\$ 1,250	1,204	1,400	1,342	(58)	
Interest	50	59	50	70	20	
Total Receipts	1,300	1,263	1,450	1,412	(38)	
DISBURSEMENTS						
Prosecuting Attorney	2,800	1,913	2,000	987	1,013	
Total Disbursements	2,800	1,913	2,000	987	1,013	
RECEIPTS OVER (UNDER) DISBURSEMENTS	(1,500)	(650)	(550)	425	975	
CASH, JANUARY 1	2,903	2,903	2,478	2,478	0	
CASH, DECEMBER 31	\$ 1,403	2,253	1,928	2,903	975	

The accompanying Notes to the Financial Statements are an integral part of this statement.

Exhibit G

MISSISSIPPI COUNTY, MISSOURI
 COMPARATIVE STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CHANGES IN CASH - BUDGET AND ACTUAL
 HEALTH CENTER FUND

	Year Ended December 31,					
	1999			1998		
	Budget	Actual	Variance Favorable (Unfavorable)	Budget	Actual	Variance Favorable (Unfavorable)
RECEIPTS						
Property taxes	\$ 30,000	32,101	2,101	61,000	58,737	(2,263)
Intergovernmental	294,145	374,381	80,236	255,214	273,138	17,924
Charges for services	23,700	29,520	5,820	35,000	26,908	(8,092)
Interest	19,000	15,197	(3,803)	13,000	17,470	4,470
Other	69,000	87,225	18,225	69,740	61,571	(8,169)
Total Receipts	435,845	538,424	102,579	433,954	437,824	3,870
DISBURSEMENTS						
Salaries	367,600	364,260	3,340	305,203	300,327	4,876
Office expenditures	29,655	29,381	274	28,800	24,057	4,743
Equipment	12,850	12,795	55	13,000	13,460	(460)
Mileage and training	10,450	10,387	63	9,500	9,137	363
Clinic supplies	50,700	46,982	3,718	44,000	33,495	10,505
East Prairie clinic	146,000	148,848	(2,848)	0	0	0
Other	134,860	136,880	(2,020)	40,000	56,432	(16,432)
Total Disbursements	752,115	749,533	2,582	440,503	436,908	3,595
RECEIPTS OVER (UNDER) DISBURSEMENTS	(316,270)	(211,109)	105,161	(6,549)	916	7,465
CASH, JANUARY 1	362,428	362,428	0	365,836	361,512	(4,324)
CASH, DECEMBER 31	\$ 46,158	151,319	105,161	359,287	362,428	3,141

The accompanying Notes to the Financial Statements are an integral part of this statement.

Exhibit H

MISSISSIPPI COUNTY, MISSOURI
 COMPARATIVE STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CHANGES IN CASH - BUDGET AND ACTUAL
 SENATE BILL 40 BOARD FUND

Year Ended December 31,						
1999			1998			
	Budget	Actual	Variance Favorable (Unfavorable)	Budget	Actual	Variance Favorable (Unfavorable)
RECEIPTS						
Property taxes	\$ 99,600	96,774	(2,826)	97,200	105,096	7,896
Interest	28,800	31,780	2,980	28,000	32,511	4,511
Other	0	0	0	0	4,547	4,547
Total Receipts	128,400	128,554	154	125,200	142,154	16,954
DISBURSEMENTS						
Transporation	21,000	17,726	3,274	21,000	17,896	3,104
Bus fund	10,000	10,000	0	10,000	10,000	0
Treasurer bond	3,555	1,875	1,680	1,600	3,555	(1,955)
Food	16,000	14,461	1,539	16,000	12,558	3,442
Trailer	0	19,500	(19,500)	0	0	0
Other	1,000	124	876	1,000	126	874
Total Disbursements	51,555	63,686	(12,131)	49,600	44,135	5,465
RECEIPTS OVER (UNDER) DISBURSEMENTS	76,845	64,868	(11,977)	75,600	98,019	22,419
CASH, JANUARY 1	639,106	639,106	0	541,087	541,087	0
CASH, DECEMBER 31	\$ 715,951	703,974	(11,977)	616,687	639,106	22,419

The accompanying Notes to the Financial Statements are an integral part of this statement.

Exhibit I

MISSISSIPPI COUNTY, MISSOURI
COMPARATIVE STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CHANGES IN CASH - BUDGET AND ACTUAL
JOHNSON GRASS FUND

	Year Ended December 31,					
	1999			1998		
	Budget	Actual	Variance Favorable (Unfavorable)	Budget	Actual	Variance Favorable (Unfavorable)
RECEIPTS						
Property taxes	\$ 50,000	48,660	(1,340)	46,000	52,536	6,536
Intergovernmental	310	18	(292)	215	350	135
Interest	1,500	3,470	1,970	1,200	2,708	1,508
Total Receipts	51,810	52,148	338	47,415	55,594	8,179
DISBURSEMENTS						
Salaries	1,000	958	42	2,750	917	1,833
Supplies	3,500	5,125	(1,625)	2,500	2,277	223
Equipment purchases	0	0	0	2,500	28	2,472
Contract work	50,000	22,645	27,355	30,000	27,475	2,525
Other	500	0	500	500	131	369
Total Disbursements	55,000	28,728	26,272	38,250	30,828	7,422
RECEIPTS OVER (UNDER) DISBURSEMENTS	(3,190)	23,420	26,610	9,165	24,766	15,601
CASH, JANUARY 1	51,523	51,523	0	26,757	26,757	0
CASH, DECEMBER 31	\$ 48,333	74,943	26,610	35,922	51,523	15,601

The accompanying Notes to the Financial Statements are an integral part of this statement.

Exhibit J

MISSISSIPPI COUNTY, MISSOURI
 COMPARATIVE STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CHANGES IN CASH - BUDGET AND ACTUAL
 LAW ENFORCEMENT SALES TAX FUND

	Year Ended December 31,					
	1999			1998		
	Budget	Actual	Variance Favorable (Unfavorable)	Budget	Actual	Variance Favorable (Unfavorable)
RECEIPTS						
Sales taxes	\$ 385,000	429,038	44,038	385,000	406,155	21,155
Intergovernmental	114,350	136,848	22,498	0	0	0
Charges for services	804,500	200,802	(603,698)	0	0	0
Interest	2,000	6,418	4,418	2,250	2,679	429
Other	2,360	10,875	8,515	0	0	0
Transfer in	326,000	401,000	75,000	0	0	0
Total Receipts	1,634,210	1,184,981	(449,229)	387,250	408,834	21,584
DISBURSEMENTS						
Sheriff	326,970	305,248	21,722	0	0	0
Jail	625,175	688,552	(63,377)	0	453	(453)
Juvenile detention	152,552	99,676	52,876	0	0	0
Lease payments	383,000	369,224	13,776	345,000	326,910	18,090
Other	2,500	2,633	(133)	0	1,869	(1,869)
Total Disbursements	1,490,197	1,465,333	24,864	345,000	329,232	15,768
RECEIPTS OVER (UNDER) DISBURSEMENTS	144,013	(280,352)	(424,365)	42,250	79,602	37,352
CASH, JANUARY 1	280,533	280,533	0	200,931	200,931	0
CASH, DECEMBER 31	\$ 424,546	181	(424,365)	243,181	280,533	37,352

The accompanying Notes to the Financial Statements are an integral part of this statement.

Exhibit K

MISSISSIPPI COUNTY, MISSOURI
 COMPARATIVE STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CHANGES IN CASH - BUDGET AND ACTUAL
 CAPITAL IMPROVEMENT SALES TAX FUND

		Year Ended December 31,					
		1999			1998		
		Budget	Actual	Variance Favorable (Unfavorable)	Budget	Actual	Variance Favorable (Unfavorable)
RECEIPTS							
Sales taxes	\$	385,000	428,863	43,863	350,000	331,076	(18,924)
Interest		2,500	5,253	2,753	1,000	6,076	5,076
Total Receipts		387,500	434,116	46,616	351,000	337,152	(13,848)
DISBURSEMENTS							
Building		724,652	568,674	155,978	351,000	0	351,000
Lease principal and interest payment		0	100,000	(100,000)	0	0	0
Total Disbursements		724,652	668,674	55,978	351,000	0	351,000
RECEIPTS OVER (UNDER) DISBURSEMENTS		(337,152)	(234,558)	102,594	0	337,152	337,152
CASH, JANUARY 1		337,152	337,152	0	0	0	0
CASH, DECEMBER 31	\$	0	102,594	102,594	0	337,152	337,152

The accompanying Notes to the Financial Statements are an integral part of this statement.

Exhibit L

MISSISSIPPI COUNTY, MISSOURI
COMPARATIVE STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CHANGES IN CASH - BUDGET AND ACTUAL
RECORDER'S USER FEE FUND

		Year Ended December 31,					
		1999			1998		
				Variance			Variance
				Favorable			Favorable
		Budget	Actual	(Unfavorable)	Budget	Actual	(Unfavorable)
RECEIPTS							
Charges for services	\$	4,500	5,068	568	4,000	4,972	972
Interest		0	274	274	75	155	80
Total Receipts		4,500	5,342	842	4,075	5,127	1,052
DISBURSEMENTS							
Ex Officio Recorder of Deeds		8,000	4,211	3,789	3,500	4,302	(802)
Total Disbursements		8,000	4,211	3,789	3,500	4,302	(802)
RECEIPTS OVER (UNDER) DISBURSEMENTS							
CASH, JANUARY 1		(3,500)	1,131	4,631	575	825	250
CASH, JANUARY 1		4,869	4,869	0	4,044	4,044	0
CASH, DECEMBER 31	\$	1,369	6,000	4,631	4,619	4,869	250

The accompanying Notes to the Financial Statements are an integral part of this statement.

Exhibit M

MISSISSIPPI COUNTY, MISSOURI
 COMPARATIVE STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CHANGES IN CASH - BUDGET AND ACTUAL
 911 FUND

	Year Ended December 31,					
	1999			1998		
	Budget	Actual	Variance Favorable (Unfavorable)	Budget	Actual	Variance Favorable (Unfavorable)
RECEIPTS						
Charges for services	\$ 60,000	66,834	6,834	63,000	65,005	2,005
Interest	0	3,340	3,340	2,000	4,003	2,003
Total Receipts	60,000	70,174	10,174	65,000	69,008	4,008
DISBURSEMENTS						
Rural addressing	1,000	36	964	2,500	263	2,237
Southwestern Bell service	25,000	24,197	803	25,000	24,801	199
Equipment	60,000	51,805	8,195	10,000	26,552	(16,552)
Software	0	0	0	2,500	0	2,500
Administrative	0	0	0	10,000	0	10,000
Total Disbursements	86,000	76,038	9,962	50,000	51,616	(1,616)
RECEIPTS OVER (UNDER) DISBURSEMENTS	(26,000)	(5,864)	20,136	15,000	17,392	2,392
CASH, JANUARY 1	83,242	83,242	0	65,850	65,850	0
CASH, DECEMBER 31	\$ 57,242	77,378	20,136	80,850	83,242	2,392

The accompanying Notes to the Financial Statements are an integral part of this statement.

Exhibit N

MISSISSIPPI COUNTY, MISSOURI
STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CHANGES IN CASH - BUDGET AND ACTUAL
LOCAL RECORDS GRANT FUND

Year Ended December 31,			
1998			
	Budget	Actual	Variance Favorable (Unfavorable)
RECEIPTS			
Intergovernmental	\$ 8,586	8,586	0
Transfers in	11,562	11,562	0
Total Receipts	20,148	20,148	0
DISBURSEMENTS			
Local records center	20,178	20,178	0
Total Disbursements	20,178	20,178	0
RECEIPTS OVER (UNDER) DISBURSEMENTS	(30)	(30)	0
CASH, JANUARY 1	30	30	0
CASH, DECEMBER 31	\$ 0	0	0

The accompanying Notes to the Financial Statements are an integral part of this statement.

Exhibit O

MISSISSIPPI COUNTY, MISSOURI
 COMPARATIVE STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CHANGES IN CASH - BUDGET AND ACTUAL
 BUILDING FUND

		Year Ended December 31,					
		1999			1998		
		Budget	Actual	Variance Favorable (Unfavorable)	Budget	Actual	Variance Favorable (Unfavorable)
RECEIPTS							
Insurance	\$	70,000	71,406	1,406	0	0	0
Lease purchase proceeds		1,200,000	1,200,000	0	0	0	0
Interest		10,000	15,801	5,801	25,000	62,904	37,904
Total Receipts		1,280,000	1,287,207	7,207	25,000	62,904	37,904
DISBURSEMENTS							
Building		1,802,440	1,523,415	279,025	1,215,692	661,156	554,536
Equipment		70,000	0	70,000	0	0	0
Total Disbursements		1,872,440	1,523,415	349,025	1,215,692	661,156	554,536
RECEIPTS OVER (UNDER) DISBURSEMENTS		(592,440)	(236,208)	356,232	(1,190,692)	(598,252)	592,440
CASH, JANUARY 1		592,440	592,440	0	1,190,692	1,190,692	0
CASH, DECEMBER 31	\$	0	356,232	356,232	0	592,440	592,440

The accompanying Notes to the Financial Statements are an integral part of this statement.

Exhibit P

MISSISSIPPI COUNTY, MISSOURI
 COMPARATIVE STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CHANGES IN CASH - BUDGET AND ACTUAL
 PROSECUTING ATTORNEY BAD CHECK FUND

		Year Ended December 31,					
		1999			1998		
				Variance Favorable (Unfavorable)			Variance Favorable (Unfavorable)
		Budget	Actual		Budget	Actual	
RECEIPTS							
Charges for services	\$	3,500	2,930	(570)	3,250	3,220	(30)
Interest		0	77	77	50	82	32
Total Receipts		3,500	3,007	(493)	3,300	3,302	2
DISBURSEMENTS							
Salaries		3,250	550	2,700	1,150	511	639
Other		2,500	3,016	(516)	2,500	1,433	1,067
Total Disbursements		5,750	3,566	2,184	3,650	1,944	1,706
RECEIPTS OVER (UNDER) DISBURSEMENTS		(2,250)	(559)	1,691	(350)	1,358	1,708
CASH, JANUARY 1		3,923	3,923	0	2,565	2,565	0
CASH, DECEMBER 31		\$ 1,673	3,364	1,691	2,215	3,923	1,708

The accompanying Notes to the Financial Statements are an integral part of this statement.

Exhibit Q

MISSISSIPPI COUNTY, MISSOURI
 COMPARATIVE STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CHANGES IN CASH - BUDGET AND ACTUAL
 DRAINAGE DISTRICTS FUND

Year Ended December 31,						
1999			1998			
	Budget	Actual	Variance Favorable (Unfavorable)	Budget	Actual	Variance Favorable (Unfavorable)
RECEIPTS						
Property taxes	\$ 62,250	54,015	(8,235)	60,000	64,645	4,645
Bond proceeds	160,779	160,779	0	0	0	0
Interest	4,000	6,302	2,302	2,775	6,875	4,100
Total Receipts	227,029	221,096	(5,933)	62,775	71,520	8,745
DISBURSEMENTS						
Ditch maintenance	274,479	225,010	49,469	163,250	83,881	79,369
Total Disbursements	274,479	225,010	49,469	163,250	83,881	79,369
RECEIPTS OVER (UNDER) DISBURSEMENTS	(47,450)	(3,914)	43,536	(100,475)	(12,361)	88,114
CASH, JANUARY 1	94,167	94,167	0	106,528	106,528	0
CASH, DECEMBER 31	\$ 46,717	90,253	43,536	6,053	94,167	88,114

The accompanying Notes to the Financial Statements are an integral part of this statement.

Exhibit R

MISSISSIPPI COUNTY, MISSOURI
 COMPARATIVE STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CHANGES IN CASH - BUDGET AND ACTUAL
 CRIME REDUCTION FUND

		Year Ended December 31,					
		1999			1998		
		Budget	Actual	Variance Favorable (Unfavorable)	Budget	Actual	Variance Favorable (Unfavorable)
RECEIPTS							
Intergovernmental	\$	0	100	100	0	0	0
Charges for services		8,500	6,731	(1,769)	16,200	8,273	(7,927)
Donations		0	0	0	200	0	(200)
Interest		0	35	35	80	66	(14)
Total Receipts		8,500	6,866	(1,634)	16,480	8,339	(8,141)
DISBURSEMENTS							
Drug investigations		2,000	1,379	621	5,000	2,500	2,500
Law enforcement		6,500	6,894	(394)	11,480	5,616	5,864
Total Disbursements		8,500	8,273	227	16,480	8,116	8,364
RECEIPTS OVER (UNDER) DISBURSEMENTS		0	(1,407)	(1,407)	0	223	223
CASH, JANUARY 1		3,187	3,187	0	2,964	2,964	0
CASH, DECEMBER 31	\$	3,187	1,780	(1,407)	2,964	3,187	223

The accompanying Notes to the Financial Statements are an integral part of this statement.

Exhibit S

MISSISSIPPI COUNTY, MISSOURI
 COMPARATIVE STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CHANGES IN CASH - BUDGET AND ACTUAL
 FEDERAL CONFISCATED DRUG MONIES

		Year Ended December 31,					
		1999			1998		
		Budget	Actual	Variance Favorable (Unfavorable)	Budget	Actual	Variance Favorable (Unfavorable)
RECEIPTS							
Intergovernmental	\$	30,000	23,626	(6,374)	70,000	0	(70,000)
Interest		0	344	344	500	4	(496)
Total Receipts		30,000	23,970	(6,030)	70,500	4	(70,496)
DISBURSEMENTS							
Law enforcement		30,000	5,116	24,884	70,500	240	70,260
Total Disbursements		30,000	5,116	24,884	70,500	240	70,260
RECEIPTS OVER (UNDER) DISBURSEMENTS		0	18,854	18,854	0	(236)	(236)
CASH, JANUARY 1		0	0	0	236	236	0
CASH, DECEMBER 31	\$	0	18,854	18,854	236	0	(236)

The accompanying Notes to the Financial Statements are an integral part of this statement.

Exhibit T

MISSISSIPPI COUNTY, MISSOURI
 STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CHANGES IN CASH - BUDGET AND ACTUAL
 DARE FUND

Year Ended December 31,			
1998			
	Budget	Actual	Variance Favorable (Unfavorable)
RECEIPTS			
Interest	\$ 20	3	(17)
Other	8,500	4,490	(4,010)
Transfer in	6,222	8,889	2,667
Total Receipts	14,742	13,382	(1,360)
DISBURSEMENTS			
Salaries	12,360	13,516	(1,156)
Other	2,500	1,751	749
Total Disbursements	14,860	15,267	(407)
RECEIPTS OVER (UNDER) DISBURSEMENTS	(118)	(1,885)	(1,767)
CASH, JANUARY 1	1,885	1,885	0
CASH, DECEMBER 31	\$ 1,767	0	(1,767)

The accompanying Notes to the Financial Statements are an integral part of this statement.

Exhibit U

MISSISSIPPI COUNTY, MISSOURI
COMPARATIVE STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CHANGES IN CASH - BUDGET AND ACTUAL
SPECIAL PROSECUTOR'S FUND

Year Ended December 31,						
1999			1998			
		Variance			Variance	
		Favorable			Favorable	
		(Unfavorable)			(Unfavorable)	
	Budget	Actual	Budget	Actual		
RECEIPTS						
Intergovernmental	\$ 62,438	56,217	66,300	57,020	(9,280)	
Interest	0	0	0	21	21	
Total Receipts	62,438	56,217	66,300	57,041	(9,259)	
DISBURSEMENTS						
Salary	48,988	48,881	51,300	46,322	4,978	
Travel	7,500	5,269	9,000	5,564	3,436	
Office expenditures	4,800	3,961	5,646	3,631	2,015	
Total Disbursements	61,288	58,111	65,946	55,517	10,429	
RECEIPTS OVER (UNDER) DISBURSEMENTS	1,150	(1,894)	354	1,524	1,170	
CASH, JANUARY 1	1,170	1,170	(354)	(354)	0	
CASH, DECEMBER 31	\$ 2,320	(724)	0	1,170	1,170	

The accompanying Notes to the Financial Statements are an integral part of this statement.

Exhibit V

MISSISSIPPI COUNTY, MISSOURI
COMPARATIVE STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CHANGES IN CASH - BUDGET AND ACTUAL
CULTURAL PRODUCTIVITY GRANT FUND

Year Ended December 31,						
1999			1998			
		Variance			Variance	
		Favorable			Favorable	
		(Unfavorable)			(Unfavorable)	
	Budget	Actual	Budget	Actual		
RECEIPTS						
Intergovernmental	\$ 163,651	117,715	164,600	124,938	(39,662)	
Total Receipts	163,651	117,715	164,600	124,938	(39,662)	
DISBURSEMENTS						
Contract services	162,984	116,882	164,016	123,938	40,078	
Administration	667	833	584	1,000	(416)	
Total Disbursements	163,651	117,715	164,600	124,938	39,662	
RECEIPTS OVER (UNDER) DISBURSEMENTS	0	0	0	0	0	
CASH, JANUARY 1	0	0	0	0	0	
CASH, DECEMBER 31	\$ 0	0	0	0	0	

The accompanying Notes to the Financial Statements are an integral part of this statement.

Exhibit W

MISSISSIPPI COUNTY, MISSOURI
COMPARATIVE STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CHANGES IN CASH - BUDGET AND ACTUAL
VICTIMS OF DOMESTIC VIOLENCE FUND

Year Ended December 31,						
1999			1998			
		Variance			Variance	
		Favorable			Favorable	
		(Unfavorable)			(Unfavorable)	
	Budget	Actual	Budget	Actual		
RECEIPTS						
Charges for services	\$ 1,750	1,385	1,500	1,750	250	
Total Receipts	1,750	1,385	1,500	1,750	250	
DISBURSEMENTS						
Contract services	1,750	1,501	1,500	1,705	(205)	
Total Disbursements	1,750	1,501	1,500	1,705	(205)	
RECEIPTS OVER (UNDER) DISBURSEMENTS	0	(116)	0	45	45	
CASH, JANUARY 1	230	230	185	185	0	
CASH, DECEMBER 31	\$ 230	114	185	230	45	

The accompanying Notes to the Financial Statements are an integral part of this statement.

Exhibit X

MISSISSIPPI COUNTY, MISSOURI
COMPARATIVE STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CHANGES IN CASH - BUDGET AND ACTUAL
SENIOR CITIZENS SALES TAX FUND

Year Ended December 31,						
1999			1998			
	Budget	Actual	Variance Favorable (Unfavorable)	Budget	Actual	Variance Favorable (Unfavorable)
RECEIPTS						
Sales taxes	\$ 214,550	214,521	(29)	390,000	203,162	(186,838)
Total Receipts	214,550	214,521	(29)	390,000	203,162	(186,838)
DISBURSEMENTS						
Contract services	214,550	214,521	29	390,000	203,162	186,838
Total Disbursements	214,550	214,521	29	390,000	203,162	186,838
RECEIPTS OVER (UNDER) DISBURSEMENTS	0	0	0	0	0	0
CASH, JANUARY 1	0	0	0	0	0	0
CASH, DECEMBER 31	\$ 0	0	0	0	0	0

The accompanying Notes to the Financial Statements are an integral part of this statement.

Exhibit Y

MISSISSIPPI COUNTY, MISSOURI
STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CHANGES IN CASH - BUDGET AND ACTUAL
ST. JOHN'S NEW MADRID FLOODWAY CDBG FUND

Year Ended December 31,			
1999			
	Budget	Actual	Variance Favorable (Unfavorable)
RECEIPTS			
Intergovernmental	\$ 375,000	375,000	0
Total Receipts	375,000	375,000	0
DISBURSEMENTS			
St. John's-New Madrid Floodway	375,000	375,000	0
Total Disbursements	375,000	375,000	0
RECEIPTS OVER (UNDER) DISBURSEMENTS	0	0	0
CASH, JANUARY 1	0	0	0
CASH, DECEMBER 31	\$ 0	0	0

The accompanying Notes to the Financial Statements are an integral part of this statement.

Exhibit Z

MISSISSIPPI COUNTY, MISSOURI
STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CHANGES IN CASH - BUDGET AND ACTUAL
COLLECTOR MICROFILM GRANT FUND

Year Ended December 31,			
1999			
			Variance
	Budget	Actual	Favorable
			(Unfavorable)
RECEIPTS			
Intergovernmental	\$ 1,059	0	(1,059)
Interest	0	109	109
Transfers in	1,513	0	(1,513)
Total Receipts	2,572	109	(2,463)
DISBURSEMENTS			
Contract services	5,053	2,590	2,463
Total Disbursements	5,053	2,590	2,463
RECEIPTS OVER (UNDER) DISBURSEMENTS	(2,481)	(2,481)	0
CASH, JANUARY 1	2,481	2,481	0
CASH, DECEMBER 31	\$ 0	0	0

The accompanying Notes to the Financial Statements are an integral part of this statement.

Exhibit AA

MISSISSIPPI COUNTY, MISSOURI
COMPARATIVE STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CHANGES IN CASH - BUDGET AND ACTUAL
LOCAL RECORDS CENTER FUND

Year Ended December 31,						
1999			1998			
		Variance			Variance	
		Favorable			Favorable	
		(Unfavorable)			(Unfavorable)	
	Budget	Actual	Budget	Actual		
RECEIPTS						
Transfers in	\$ 22,000	21,936	20,000	16,753	(3,247)	
Total Receipts	22,000	21,936	20,000	16,753	(3,247)	
DISBURSEMENTS						
Salaries	13,200	12,725	13,200	11,782	1,418	
Supplies	1,200	481	1,200	631	569	
Equipment	1,200	1,775	1,200	910	290	
Office expenditures	6,400	6,955	4,400	3,430	970	
Total Disbursements	22,000	21,936	20,000	16,753	3,247	
RECEIPTS OVER (UNDER) DISBURSEMENTS	0	0	0	0	0	
CASH, JANUARY 1	0	0	0	0	0	
CASH, DECEMBER 31	\$ 0	0	0	0	0	

The accompanying Notes to the Financial Statements are an integral part of this statement.

MISSISSIPPI COUNTY, MISSOURI
COMPARATIVE STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CHANGES IN CASH - BUDGET AND ACTUAL
CIRCUIT CLERK INTEREST FUND

Year Ended December 31,						
1999			1998			
	Budget	Actual	Variance Favorable (Unfavorable)	Budget	Actual	Variance Favorable (Unfavorable)
RECEIPTS						
Interest	\$ 875	2,621	1,746	850	662	(188)
Total Receipts	875	2,621	1,746	850	662	(188)
DISBURSEMENTS						
Office expenditures	875	1,488	(613)	875	1,089	(214)
Total Disbursements	875	1,488	(613)	875	1,089	(214)
RECEIPTS OVER (UNDER) DISBURSEMENTS	0	1,133	1,133	(25)	(427)	(402)
CASH, JANUARY 1	58	58	0	415	485	70
CASH, DECEMBER 31	\$ 58	1,191	1,133	390	58	(332)

The accompanying Notes to the Financial Statements are an integral part of this statement.

Notes to the Financial Statements

MISSISSIPPI COUNTY, MISSOURI
NOTES TO THE FINANCIAL STATEMENTS

1. Summary of Significant Accounting Policies

A. Reporting Entity and Basis of Presentation

The accompanying special-purpose financial statements present the receipts, disbursements, and changes in cash of various funds of Mississippi County, Missouri, and comparisons of such information with the corresponding budgeted information for various funds of the county. The funds presented are established under statutory or administrative authority, and their operations are under the control of the County Commission, an elected county official, the Health Center Board, the Johnson Grass Board, or the Senate Bill 40 Board. The General Revenue Fund is the county's general operating fund, accounting for all financial resources except those required to be accounted for in another fund. The other funds presented account for financial resources whose use is restricted for specified purposes.

B. Basis of Accounting

The financial statements are prepared on the cash basis of accounting; accordingly, amounts are recognized when received or disbursed in cash. This basis of accounting differs from generally accepted accounting principles, which require revenues to be recognized when they become available and measurable or when they are earned and expenditures or expenses to be recognized when the related liabilities are incurred.

C. Budgets and Budgetary Practices

The County Commission and other applicable boards are responsible for the preparation and approval of budgets for various county funds in accordance with Sections 50.525 through 50.745, RSMo 1994 and RSMo Cumulative Supp. 1999, the county budget law. These budgets are adopted on the cash basis of accounting.

Although adoption of a formal budget is required by law, the county did not adopt formal budgets for the following funds:

<u>Fund</u>	<u>Years Ended December 31,</u>
Collector Microfilm Grant Fund	1998
Law Library Fund	1999 and 1998
Associate Circuit Interest Fund	1999 and 1998
Juvenile Assessment Fund	1999 and 1998

Warrants issued were in excess of budgeted amounts for the following funds:

<u>Fund</u>	<u>Years Ended December 31,</u>
Assessment Fund	1999
Senate Bill 40 Board Fund	1999
Recorder's User Fee Fund	1998
911 Fund	1998
DARE Fund	1998
Victims of Domestic Violence Fund	1998
Circuit Clerk Interest Fund	1999 and 1998

Section 50.740, RSMo 1994, prohibits expenditures in excess of the approved budgets.

D. Published Financial Statements

Under Sections 50.800 and 50.810, RSMo 1994, the County Commission is responsible for preparing and publishing in a local newspaper a detailed annual financial statement for the county. The financial statement is required to show receipts or revenues, disbursements or expenditures, and beginning and ending balances for each fund.

However, the county's published financial statements did not include the following funds:

<u>Fund</u>	<u>Years Ended December 31,</u>
Health Center Fund	1999 and 1998
Senate Bill 40 Board Fund	1999 and 1998
Circuit Clerk Interest Fund	1999 and 1998
Law Library Fund	1999 and 1998
Associate Circuit Interest Fund	1999 and 1998
Juvenile Assessment Fund	1999 and 1998

2. Cash

Section 110.270, RSMo 1994, based on Article IV, Section 15, Missouri Constitution, authorizes counties to place their funds, either outright or by repurchase agreement, in U.S. Treasury and agency obligations. In addition, Section 30.950, RSMo Cumulative Supp. 1999, requires political subdivisions with authority to invest in instruments other than depository accounts at financial institutions to adopt a written investment policy. Among other things, the policy is to commit a political subdivision to the principles of safety, liquidity, and yield (in that order) when managing public funds and to prohibit purchase of derivatives (either directly or through repurchase agreements), use of leveraging (through

either reverse repurchase agreements or other methods), and use of public funds for speculation. The county has adopted such a policy.

In accordance with Statement No. 3 of the Governmental Accounting Standards Board, *Deposits with Financial Institutions, Investments (Including Repurchase Agreements), and Reverse Repurchase Agreements*, disclosures are provided below regarding the risk of potential loss of cash deposits. For the purposes of these disclosures, deposits with financial institutions are demand, time, and savings accounts, including certificates of deposit and negotiable order of withdrawal accounts, in banks, savings institutions, and credit unions.

The county's deposits at December 31, 1999 and 1998, were entirely covered by federal depository insurance or by collateral securities held by the county's custodial bank in the county's name.

The Health Center Board's deposits at December 31, 1999 and 1998 were entirely covered by federal depository insurance or by collateral securities held by the board's custodial bank in the board's name.

Of the Senate Bill 40 Board's bank balance at December 31, 1999, \$653,974, was covered by federal depository insurance, and \$50,000 was uninsured and under collateralized.

Of the Senate Bill 40 Board's bank balance at December 31, 1998, \$589,106 was covered by federal depository insurance, and \$50,000 was uninsured and under collateralized.

Furthermore, because of significantly higher bank balances at certain times during the year, the amount of uninsured and under collateralized balances were substantially higher at those times than such amount at year-end.

To protect the safety of county deposits, Section 110.020, RSMo 1994, requires depositories to pledge collateral securities to secure county deposits not insured by the Federal Deposit Insurance Corporation.

3. Sales Taxes

In April 1996, Mississippi County voters approved a one-fourth of one percent sales tax levy for the purpose of funding senior citizens' services within the county. The county imposed this sales tax under Section 67.547, RSMo 1994; however, the county also has another one-half of one percent sales tax levy for the General Revenue Fund under this law. With this additional senior citizens' sales tax, the county is levying three-fourths of one percent which is apparently above the statutory maximum allowed by Section 67.547. The ultimate outcome of this situation cannot be determined.

Supplementary Schedule

Schedule

MISSISSIPPI COUNTY, MISSOURI
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

Federal CFDA Number	Federal Grantor/Pass-Through Grantor/Program Title	Pass-Through Entity Identifying Number	Federal Expenditures	
			Year Ended December 31,	
			1999	1998
U.S. OFFICE OF NATIONAL DRUG CONTROL POLICY				
Passed through state Department of Public Safety -				
07.unknown	HIDTA - Task Forces	98-HIDTA-55205	\$ 91,746	45,467
07.unknown	HIDTA - SAUSA	98-HIDTA-55101	40,217	38,000
	Program Total		131,963	83,467
U. S. DEPARTMENT OF AGRICULTURE				
Passed through state:				
Department of Social Services -				
10.550	Food Distribution	N067003	148	381
Department of Health -				
10.557	Special Supplemental Nutrition Program for Women, Infants, and Children	ER0045-9167	80,245	75,303
U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT				
Passed through state Department of Economic Development -				
14.228	Community Development Block Grants/State's Program	94-DR-102	375,000	0
U.S. DEPARTMENT OF JUSTICE				
Direct programs:				
16.710	Public Safety Partnership and Community Policing Grants	1999CKWX0067	16,914	0
16.unknown	Equitable Sharing of Seized and Forfeited Property	MO-670000	5,116	240
Passed through:				
State Department of Public Safety -				
16.579	Byrne Formula Grant Program	97-NCD2-048	0	56,291
		98-NCD2-035	45,675	66,075
		98-NCD2-072	55,663	0
	Program Total		101,338	122,366
16.592	Local Law Enforcement Block Grants Program	98-HIDTA-55205	0	3,167
		98-HIDTA-55101	0	3,906
	Program Total		0	7,073
Missouri Sheriffs' Association -				
16.unknown	Domestic Cannabis Eradication/Suppression Program	N/A	1,348	1,268
U. S. DEPARTMENT OF TRANSPORTATION				
Passed through state Highway and Transportation				

Schedule

MISSISSIPPI COUNTY, MISSOURI
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

Federal CFDA Number	Federal Grantor/Pass-Through Grantor/Program Title	Pass-Through Entity Identifying Number	Federal Expenditures Year Ended December 31,	
			1999	1998
	Commission -			
20.205	Highway Planning and Construction	BRO-067(08)	257,928	8,575
		N/A	54,883	0
	Program Total		<u>312,811</u>	<u>8,575</u>
	GENERAL SERVICES ADMINISTRATION			
	Passed through state Office of Administration -			
39.003	Donation of Federal Surplus Personal Property	2851 09-58	0	3,556
	U. S. DEPARTMENT OF HEALTH AND HUMAN SERVICES			
	Direct program -			
93.268	Immunization Grants	N/A	2,448	688
	Passed through:			
	Missouri Area Agency on Aging -			
93.043	Special Programs for the Aging - Title III, Part F - Disease Prevention and Health Promotion Services	N/A	3,000	3,437
	State Department of Health -			
93.197	Childhood Lead Poisoning Prevention Projects - State and Community-Based Childhood Lead Poisoning Prevention and Surveillance of Blood Lead Levels in Children	ER0146-9167CLPP	764	339
93.268	Immunization Grants	PG0064-9167IAP	3,294	4,960
		N/A	30,044	11,638
	Program Total		<u>33,338</u>	<u>16,598</u>
	State Department of Social Services			
93.558	Temporary Assistance for Needy Families	AOC7000510	117,715	124,938
93.563	Child Support Enforcement	N/A	24,607	15,527
	State Department of Health -			
93.575	Child Care and Development Block Grant	PG0067-9167	2,060	1,595
		ER0146-9167CCH&S	2,325	3,529
	Program Total		<u>4,385</u>	<u>5,124</u>

Schedule

MISSISSIPPI COUNTY, MISSOURI
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

Federal CFDA Number	Federal Grantor/Pass-Through Grantor/Program Title	Pass-Through Entity Identifying Number	Federal Expenditures	
			Year Ended December 31,	
			1999	1998
	State Department of Social Services -			
93.667	Social Services Block Grant		2,170	0
	State Department of Health -			
93.919	Cooperative Agreements for State-Based Comprehensive Breast and Cervical Cancer Early Detection Programs	ER0161-0013 ER0161-90050	0 24,989	14,497 85
	Program Total		<u>24,989</u>	<u>14,582</u>
	Sudden Infant Death Syndrome Resource, Inc. -			
93.926	Healthy Start Initiative	N/A	12,711	0
	State Department of Health -			
93.940	HIV Prevention Activities - Health Department Based	N/A	290	0
93.991	Preventive Health and Health Services Block Grant	AOC9000118 N/A	23,014 358	30,891 302
	Program Total		<u>23,372</u>	<u>31,193</u>
93.994	Maternal and Child Health Services Block Grant to the States	ER0146-9167MCH ER0175-9167FP N/A	20,769 10,040 1,788	13,573 12,558 1,058
	Program Total		<u>32,597</u>	<u>27,189</u>
	Total Expenditures of Federal Awards		<u>\$ 1,307,269</u>	<u>541,844</u>

N/A - Not applicable

The accompanying Notes to the Schedule of Expenditures of Federal Awards are an integral part of this schedule.

Notes to the Supplementary Schedule

MISSISSIPPI COUNTY, MISSOURI
NOTES TO THE SUPPLEMENTARY SCHEDULE

1. Summary of Significant Accounting Policies

A. Purpose of Schedule and Reporting Entity

The accompanying Schedule of Expenditures of Federal Awards has been prepared to comply with the requirements of OMB Circular A-133. This circular requires a schedule that provides total federal awards expended for each federal program and the Catalog of Federal Domestic Assistance (CFDA) number or other identifying number when the CFDA information is not available.

The schedule includes all federal awards administered by Mississippi County, Missouri, except for the programs accounted for in the Low Income Housing-Direct Program (CFDA 14.177) funding which is subgranted to the East Prairie Housing Authority. Federal financial assistance for the Low Income Housing-Direct Program has been audited and separately reported on by other independent auditors for the years ended September 30, 1999 and 1998.

B. Basis of Presentation

OMB Circular A-133 includes these definitions, which govern the contents of the schedule:

Federal financial assistance means assistance that non-Federal entities receive or administer in the form of grants, loans, loan guarantees, property (including donated surplus property), cooperative agreements, interest subsidies, insurance, food commodities, direct appropriations, and other assistance, but does not include amounts received as reimbursement for services rendered to individuals

Federal award means Federal financial assistance and Federal cost-reimbursement contracts that non-Federal entities receive directly from Federal awarding agencies or indirectly from pass-through entities. It does not include procurement contracts, under grants or contracts, used to buy goods or services from vendors.

Accordingly, the schedule includes expenditures of both cash and noncash awards.

C. Basis of Accounting

Except as noted below, the schedule is presented on the cash basis of accounting, which recognizes amounts only when disbursed in cash.

Amounts for Food Distribution (CFDA number 10.550) represent the dollar value assigned to commodities based on prices provided by the state Department of Social Services. Amounts for the Donation of Federal Surplus Property (CFDA number 39.003) represent the estimated fair market value of property at the time of receipt.

The direct program amounts for Immunization Grants (CFDA number 93.268) represent the original acquisition cost of varicella (chicken pox) vaccine provided to the Health Center through the Centers for Disease Control of the U.S. Department of Health and Human Services. Of the pass-through amounts for that program, \$30,044 and \$11,638 represent the original acquisition cost of other vaccines purchased by the Centers for Disease Control but distributed to the Health Center through the state Department of Health during the years ended December 31, 1999 and 1998. Of the amounts for the Preventive Health and Health Services Block Grant (CFDA number 93.991), \$358 and \$302 represent the original acquisition cost of vaccines received by the Health Center through the state Department of Health during the years ended December 31, 1999 and 1998. Of the amounts for the Maternal and Child Health Services Block Grant to the States (CFDA number 93.994), \$1,788 and \$1,058 also represent the original acquisition cost of vaccines received by the Health Center through the state Department of Health during the years ended December 31, 1999 and 1998. The remaining pass-through amounts for Immunization Grants, the Preventive Health and Health Services Block Grant, and the Maternal and Child Health Services Block Grant to the States represent cash disbursements.

2. Subrecipients

Of the federal expenditures presented in the schedule, the county provided federal awards to subrecipients as follows:

<u>Federal CFDA Number</u>	<u>Program Title</u>	<u>Amount Provided</u>	
		<u>Year Ended December 31,</u> <u>1999</u>	<u>1998</u>
7.unknown	HIDTA - Task Force	\$ 91,746	45,467
7.unknown	HIDTA - SAUSA	40,217	38,000
14.228	Community Development Block Grants/State's Program	375,000	0
16.710	Public Safety Partnership and Community Policing Grants	16,914	0
16.579	Byrne Formula Grant Program	\$ 101,338	122,366
16.592	Local Law Enforcement Block Grants Program	0	7,073
93.558	Temporary Assistance for Needy Families	117,715	124,938

FEDERAL AWARDS -
SINGLE AUDIT SECTION

State Auditor's Report



CLAIRE C. McCASKILL
Missouri State Auditor

INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE WITH
REQUIREMENTS APPLICABLE TO EACH MAJOR PROGRAM AND ON INTERNAL
CONTROL OVER COMPLIANCE IN ACCORDANCE WITH OMB CIRCULAR A-133

To the County Commission
and
Officeholders of Mississippi County, Missouri

Compliance

We have audited the compliance of Mississippi County, Missouri, with the types of compliance requirements described in the *U.S. Office of Management and Budget (OMB) Circular A-133 Compliance Supplement* that are applicable to each of its major federal programs for the years ended December 31, 1999 and 1998. The county's major federal programs are identified in the summary of auditor's results section of the accompanying Schedule of Findings and Questioned Costs. Compliance with the requirements of laws, regulations, contracts, and grants applicable to each of its major federal programs is the responsibility of the county's management. Our responsibility is to express an opinion on the county's compliance based on our audit.

We conducted our audit of compliance in accordance with generally accepted auditing standards; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the county's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination of the county's compliance with those requirements.

In our opinion, Mississippi County, Missouri, complied, in all material respects, with the requirements referred to above that are applicable to each of its major federal programs for the years ended December 31, 1999 and 1998. However, the results of our auditing procedures disclosed instances of noncompliance with those requirements, which are required to be reported in

accordance with OMB Circular A-133 and which are described in the accompanying Schedule of Findings and Questioned Costs as finding numbers 99-2 through 99-4.

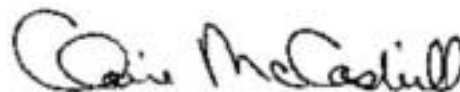
Internal Control Over Compliance

The management of Mississippi County, Missouri, is responsible for establishing and maintaining effective internal control over compliance with the requirements of laws, regulations, contracts, and grants applicable to federal programs. In planning and performing our audit, we considered the county's internal control over compliance with requirements that could have a direct and material effect on a major federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on the internal control over compliance in accordance with OMB Circular A-133.

We noted certain matters involving the internal control over compliance and its operation that we consider to be reportable conditions. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of the internal control over compliance that, in our judgment, could adversely affect the county's ability to administer a major federal program in accordance with the applicable requirements of laws, regulations, contracts, and grants. Reportable conditions are described in the accompanying Schedule of Findings and Questioned Costs as finding numbers 99-2 through 99-4.

A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that noncompliance with the applicable requirements of laws, regulations, contracts, and grants that would be material in relation to a major federal program being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. Our consideration of the internal control over compliance would not necessarily disclose all matters in the internal control that might be reportable conditions and, accordingly, would not necessarily disclose all reportable conditions that are also considered to be material weaknesses. However, we believe that none of the reportable conditions described above are material weaknesses.

This report is intended for the information of the management of Mississippi County, Missouri; federal awarding agencies and pass-through entities; and other applicable government officials. However, this report is a matter of public record and its distribution is not limited.



Claire McCaskill
State Auditor

May 11, 2000 (fieldwork completion date)

Schedule

MISSISSIPPI COUNTY, MISSOURI
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
(INCLUDING MANAGEMENT'S PLAN FOR CORRECTIVE ACTION)
YEARS ENDED DECEMBER 31, 1999 and 1998

Section I - Summary of Auditor's Results

Financial Statements

Type of auditor's report issued: Unqualified

Internal control over financial reporting:

Material weaknesses identified? yes x no

Reportable conditions identified that are
not considered to be material weaknesses? yes x none reported

Noncompliance material to the financial statements
noted? x yes no

Federal Awards

Internal control over major programs:

Material weaknesses identified? yes x no

Reportable conditions identified that are
not considered to be material weaknesses? x yes none reported

Type of auditor's report issued on compliance for
major programs: Unqualified

Any audit findings disclosed that are required to be
reported in accordance with Section .510(a) of OMB
Circular A-133? x yes no

Identification of major programs:

<u>CFDA or Other Identifying Number</u>	<u>Program Title</u>
14.228	Community Development Block Grants/State's Program
16.579	Byrne Formula Grant Program

20.205 Off-System Bridge Replacement and Rehabilitation Program
93.558 Temporary Assistance for Needy Families

Dollar threshold used to distinguish between Type A
and Type B programs: \$300,000

Auditee qualified as a low-risk auditee? yes x no

Section II - Financial Statement Findings

This section includes the audit finding that *Government Auditing Standards* requires to be reported for an audit of financial statements.

99-1. Sales Tax

In April 1996, Mississippi County voters approved a one-fourth of one percent sales tax levy for the purpose of funding senior citizens' services within the county. The sales tax became effective October 1, 1996.

The county imposed this sales tax under Section 67.547, RSMo 1994; however, the county also has another one-half of one percent sales tax levy for the general fund under this law. With this additional senior citizens' sales tax, the county is levying three-fourths of one percent which is apparently above the statutory maximum allowed by Section 67.547. The county needs to review the various sales taxes being imposed to determine which are valid. The county may need to eliminate one of these sales taxes and reallocate the sales tax monies that are being collected.

This condition was noted in our prior audit. The County Commission stated they would consult with legal counsel and review the sales taxes; however, no such action has been taken.

WE AGAIN RECOMMEND the County Commission review the overall sales taxes being levied and ensure they are in accordance with state statutes.

AUDITEE'S RESPONSE AND PLAN FOR CORRECTIVE ACTION

The County Commission indicated they will consult with their legal counsel immediately regarding this issue.

Section III - Federal Award Findings and Questioned Costs

This section includes the audit findings that Section .510(a) of OMB Circular A-133 requires to be reported for an audit of federal awards.

99-2.**Subrecipient Monitoring**

Federal Grantor:	U.S. Department of Housing and Urban Development
Pass-Through Grantor:	Department of Economic Development
Federal CFDA Number:	14.228
Program Title:	Community Development Block Grants/State's Program
Pass-Through Entity	
Identifying Number:	94-DR-102
Award Year:	1999
Questioned Costs:	Not applicable

Federal Grantor:	U.S. Department of Justice
Pass-Through Grantor:	Department of Public Safety
Federal CFDA Number:	16.579
Program Title:	Byrne Formula Grant Program
Pass-Through Entity	
Identifying Numbers:	98-NCD2-035 98-NCD2-072 97-NCD2-048
Award Years:	1999 and 1998
Questioned Costs:	Not applicable

Federal Grantor:	U.S. Department of Health and Human Services
Pass-Through Grantor:	Department of Social Services
Federal CFDA Number:	93.558
Program Title:	Temporary Assistance for Needy Families
Pass-Through Entity	
Identifying Number:	AOC7000510
Award Years:	1999 and 1998
Questioned Costs:	Not applicable

During the years ended December 31, 1999 and 1998, Mississippi County was designated as the recipient for a Community Development Block Grant (CDBG) which was passed through to the St. John's Levee District, Byrne Formula Grant Program monies which were passed through to the Southeast Missouri Drug Task Force, and Temporary Assistance for Needy Families monies which were passed through to the Susanna Wesley Family Learning Center. Grant funding for these programs totaled \$841,357 for the two years. While some contracts exist with these entities there is no written contract with the St. John's Levee District regarding the use of their funds.

Under provisions of the Single Audit Act and OMB Circular A-133, the county, as primary grant recipient, is required to monitor any subrecipients receiving \$25,000 or more in federal financial assistance for compliance with applicable laws and regulations. Furthermore,

Section 410(d) of Circular A-133 requires the county to inform the subrecipients of various information about the award or requirements imposed on them by federal laws and regulations. Because it received more than \$300,000 the Levee District was required by OMB Circular A-133 to have an annual audit of federal awards. The county did not ensure this audit was completed. Although the Learning Center and Task Force were audited annually, the county did not obtain and review copies of these audit reports. In addition, the county did not check the mathematical accuracy of reports submitted to the county by the subrecipients to request the federal funding, nor did it request supporting documentation for these reports. By not properly monitoring the county's subrecipients, the county cannot ensure grant monies are being expended in accordance with federal requirements. As the grant recipient, the county is ultimately responsible for ensuring compliance with federal requirements.

WE RECOMMEND the County Commission properly monitor federal grant subrecipient expenditures and enter into written agreements to ensure compliance with federal regulations.

AUDITEE'S RESPONSE AND PLAN FOR CORRECTIVE ACTION

The County Commission indicated they will enter into a contract with St. John's Levy District immediately, and that they will ensure they obtain written contracts and copies of audits of all subrecipients in the future. The County Clerk indicated they have obtained a copy of FY 1999 audit for the Susanna Wesley Family Learning Center. The Presiding Commissioner indicated he believes the county should become more strict on becoming a grantor agency for other entities.

99-3.

Payroll Expenditures

Federal Grantor:	U. S. Office of National Drug Control Policy
Pass-Through Grantor:	Department of Public Safety
Federal CFDA Number:	07.unknown
Program Title:	HIDTA - SAUSA
Pass-Through Entity	
Identifying Number:	98-HIDTA-552-05
Award Years:	1999 and 1998
Questioned Costs:	\$78,217

The county pays the salary of the Special Prosecutor and is reimbursed through the Midwest High Intensity Drug Trafficking Area (HIDTA) grant. However, the county does not require the Special Prosecutor to submit a monthly time sheet. As a result, the County Commission has no documentation of work performed to support the payroll expenditure.

OMB Circular A-87, Attachment B, requires personal service expenditures to be supported by time and attendance records. As a result, \$78,217 of costs has been questioned due to lack of time sheets.

WE RECOMMEND the County Commission contact the federal grantor agency to resolve the questioned costs and ensure time sheets or other documentation to support federal personal service expenditures are maintained.

AUDITEE'S RESPONSE AND PLAN FOR CORRECTIVE ACTION

The County Clerk indicated he will inform the Special Prosecutor that the county will not pay him in the future until they receive a time sheet. They will notify him immediately. In addition, the County Commission indicated they will immediately contact the Department of Public Safety to resolve the questioned costs.

99-4.

Procurement of Professional Service Contracts

Federal Grantor:	U.S. Department of Transportation
Pass-Through Grantor:	State Highway and Transportation Commission
Federal CFDA Number:	20.205
Program Title:	Highway Planning and Construction
Pass-Through Entity	
Identifying Number:	BRO-067(08)
Award Years:	1999 and 1998
Questioned Costs:	\$47,797

The county contracts with the State Highway and Transportation Commission for bridge replacement and rehabilitation under the Off-System Bridge Replacement and Rehabilitation Program. These projects are 80 percent federally funded.

During our review, we noted the county did not have documentation regarding the consideration of at least three engineering firms for bridge project BRO-067(08). The County Clerk indicated the County Commission selected the engineering firm because the firm had previously done work on the bridge. The engineering firm was paid more than \$59,000 during the two years ended December 31, 1999. Because the county did not consider other engineering firms, it is not assured that the engineering fees paid were reasonable.

OMB Circular A-102, the Common Rule, Section 36, requires that states, and government subrecipients of states, use the same policies and procedures used for procurements from nonfederal funds. As a result, the procurement of services should comply with Sections 8.289 and 8.291, RSMo 1994, which provide that when engineering services for any capital improvement project are obtained, at least three firms should be considered. The firms

should be evaluated based on specified criteria including experience and technical competence, capacity and capability of the firm to perform the work in question, past record of performance, and the firm's proximity to and familiarity with the area in which the project is located. As a result, we have questioned the cost of \$47,797 which is the federal share of the amount paid during the two years ended December 31, 1999.

WE RECOMMEND the County Commission obtain information as required by law when contracting for professional services.

AUDITEE'S RESPONSE AND PLAN FOR CORRECTIVE ACTION

The County Commission indicated they regularly use two local firms; however, they will begin soliciting proposals from at least three firms at the first of each year beginning in January 2001.

Follow-Up on Prior Audit Findings for an
Audit of Financial Statements Performed in Accordance
With *Government Auditing Standards*

MISSISSIPPI COUNTY, MISSOURI
FOLLOW-UP ON PRIOR AUDIT FINDINGS FOR AN
AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE
WITH *GOVERNMENT AUDITING STANDARDS*

In accordance with *Government Auditing Standards*, this section reports the auditor's follow-up on action taken by Mississippi County, Missouri, on the applicable finding in our prior audit report issued for the two years ended December 31, 1997.

5.B. Senior Citizens' Sales Tax

The county was levying three-fourths of one percent sales tax which is apparently above the statutory maximum allowed.

Recommendation:

The County Commission review the overall sales taxes being levied and ensure they are in accordance with state statutes.

Status:

Not implemented. See finding number 99-1.

Summary Schedule of Prior Audit Findings
in Accordance With OMB Circular A-133

MISSISSIPPI COUNTY, MISSOURI
SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS
IN ACCORDANCE WITH OMB CIRCULAR A-133

Section .315 of OMB Circular A-133 requires the auditee to prepare a Summary Schedule of Prior Audit Findings to report the status of all findings that are relative to federal awards and included in the prior audit report's Schedule of Findings and Questioned Costs. The summary schedule also must include findings reported in the prior audit's Summary Schedule of Prior Audit Findings, except those listed as corrected, no longer valid, or not warranting further action.

Section .500(e) of OMB Circular A-133 requires the auditor to follow up on these prior audit findings; to perform procedures to assess the reasonableness of the Summary Schedule of Prior Audit Findings; and to report, as a current year finding, when the auditor concludes that the schedule materially misrepresents the status of any prior findings.

This section represents the Summary Schedule of Prior Audit Findings, which was prepared by the county's management.

12.A. Federal Financial Assistance

Federal Grantor:	U.S. Department of Health and Human Services
Pass-Through Grantor:	Department of Health
Federal CFDA Number:	93.994
Program Title:	Maternal and Child Health Services Block Grant to the States
Pass-Through Entity	
Identifying Number:	ER0146-6167
Award Years:	1997 and 1996
Questioned Costs:	\$13,947

The Health Center had not complied with requirements of the Maternal and Child Health (MCH) Services Block Grant to the States resulting in questioned costs of \$13,947.

The Health Center did not maintain adequate support for the monthly reimbursement requests submitted during contract year 1997. While the health center maintained invoices for some expenditures, various supply items and other administrative costs were not supported.

Recommendation:

The Health Center Board of Trustees work with the federal and state grantor agency to resolve the questioned costs of \$13,947.

Status:

Implemented. The Department of Health reviewed these costs and the supporting documentation, including payroll records, and determined \$3,277 was overclaimed by the Health Department and withheld this amount from subsequent payments.

MANAGEMENT ADVISORY REPORT SECTION

Management Advisory Report -
State Auditor's Findings

MISSISSIPPI COUNTY, MISSOURI
MANAGEMENT ADVISORY REPORT -
STATE AUDITOR'S FINDINGS

We have audited the special-purpose financial statements of various funds of Mississippi County, Missouri, as of and for the years ended December 31, 1999 and 1998, and have issued our report thereon dated May 11, 2000. We also have audited the compliance of Mississippi County, Missouri, with the types of compliance requirements described in the *U.S. Office of Management and Budget (OMB) Circular A-133 Compliance Supplement* that are applicable to each of its major federal programs for the years ended December 31, 1999 and 1998, and have issued our report thereon dated May 11, 2000.

We also have reviewed the operations of elected officials with funds other than those presented in the special-purpose financial statements. As applicable, the objectives of this review were to:

1. Determine the internal controls established over the transactions of the various county officials.
2. Review and evaluate certain other management practices for efficiency and effectiveness.
3. Review certain management practices and financial information for compliance with applicable constitutional, statutory, or contractual provisions.

Our review was made in accordance with applicable generally accepted government auditing standards and included such procedures as we considered necessary in the circumstances. In this regard, we reviewed accounting and bank records and other pertinent documents and interviewed various personnel of the county officials.

As part of our review, we assessed the controls of the various county officials to the extent we determined necessary to evaluate the specific matters described above and not to provide assurance on those controls. With respect to controls, we obtained an understanding of the design of relevant policies and procedures and whether they have been placed in operation and we assessed control risk.

Because the Port Authority Board of Trustees is audited and separately reported on by other independent auditors, the related fund is not presented in the special-purpose financial statements. However, we reviewed those audit reports and the substantiating working papers for the years ended June 30, 1999 and 1998.

Our review was limited to the specific matters described in the preceding paragraphs and was based on selective tests and procedures considered appropriate in the circumstances. Had we performed additional procedures, other information might have come to our attention that would have been included in this report.

The accompanying Management Advisory Report presents our findings arising from our review of the elected county officials referred to above. In addition, this report includes findings other than those, if any, reported in the accompanying Schedule of Findings and Questioned Costs. These findings resulted from our audits of the special-purpose financial statements of Mississippi County and of its compliance with the types of compliance requirements applicable to each of its major federal programs but do not meet the criteria for inclusion in the written report on compliance and on internal control over financial reporting or compliance that are required for audits performed in accordance with *Government Auditing Standards and OMB Circular-133, Audits of States, Local Governments, and Non-Profit Organization*.

1.	Budgetary Practices
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Our review of the county budgets revealed the following concerns:

- A. Warrants were issued in excess of approved budgeted expenditures in the following funds during the years ended December 31, 1999 and 1998, as follows:

Fund	Years Ended December 31,	
	1999	1998
Assessment Fund	\$ 3,043	0
Senate Bill 40 Board Fund	12,131	0
Recorder's User Fee Fund	0	802
911 Fund	0	1,616
DARE Fund	0	407
Victim's of Domestic Violence Fund	0	205
Circuit Clerk Interest Fund	613	214

It was ruled in State ex rel. Strong v. Cribb, 364 Mo. 1122, 273 S.W.2d 246 (1954) that strict compliance with the county budget law is required by county officials. If there are valid reasons which necessitate excess expenditures, budget amendments should be made following the same process by which the annual budget is approved, including holding public hearings and filing the amended budget with the State Auditor's Office. In addition, Section 50.622, RSMo Cum. Supp. 1999, provides that counties may amend the annual budget during any year in which the county receives additional funds which could not be estimated when the budget was adopted and that the county shall follow the same procedures required for adoption of the annual budget to amend its budget.

A similar condition was noted in our two prior reports.

- B. Formal budgets were not prepared for various county funds for the years ended December 31, 1999 and 1998. While most of these funds are not under the direct

control of the County Commission, budgets for these funds are needed to comply with statutory provisions.

Chapter 50, RSMo 1994, requires the preparation and filing of annual budgets for all county funds to present a complete financial plan for the ensuing year. By preparing or obtaining budgets for all county funds and activities, the County Commission is able to more effectively evaluate all county financial resources.

A similar condition was noted in our prior report.

- C. During 1999 and 1998, the County Commission and the Health Center amended various county budgets to reflect increased expenditures made during the year. Public hearings were not held prior to the adoption of some of the budget amendments. In addition, prior to amending these budgets, the expenditures of some funds exceeded the original budgets. Budget amendments when applicable should be made when such expenditures are anticipated and prior to their incurrence. While these amendments make it appear as if the county complied with the law, the timing of these decisions did not allow for the budget to be used as an effective management tool. The audited financial statements have been adjusted for these amendments.

Section 50.622, RSMo Cum. Supp. 1999, allows budget amendments if additional sources of revenue are received which could not be estimated when the budget was adopted, and requires the County Commission to follow the same procedures required for adopting the original budget, including holding a public hearing.

To ensure the adequacy of the budgets as a planning tool and to ensure compliance with state law, budget amendments should be made prior to incurring the actual expenditures and public hearings should be held prior to adoption of all budget amendments.

A similar condition was noted in our prior report.

WE AGAIN RECOMMEND

The County Commission:

- A. Not authorize warrants in excess of budgeted expenditures. Extenuating circumstances should be fully documented and, if necessary, the budgets properly amended following the same process by which the annual budget is approved, including holding public hearings and filing the amended budget with the State Auditor's Office.
- B. Ensure budgets are obtained or prepared for all county funds.

The County Commission and the Health Center Board of Trustees:

- C. Ensure budget amendments are made prior to incurring the actual expenditures and hold public hearings prior to adopting budget amendments as required by state law.

AUDITEE'S RESPONSE

The County Commission:

- A. *Indicated they will implement this recommendation immediately. Most of these funds they do not see regularly because they are held by other entities or officials; however, they will discuss this recommendation with the Senate Bill 40 Board and the Circuit Clerk.*
- B. *Indicated they will implement this recommendation in January 2001 for the funds under their control and will notify the entities and officials by letter each year to request their budgets.*

The County Commission and the Health Center Administrator:

- C. *Indicated they will implement this recommendation immediately. The County Commission indicated they have made improvement from prior years.*

2. County Expenditures

- A. The County Assessor was paid \$2,250 and \$1,861 for "assessing" mileage in 1999 and 1998 respectively, and \$1,250 and \$3,836 for mileage and training cost reimbursements in 1999 and 1998 respectively. We noted the following concerns while reviewing the mileage reimbursement claims of the County Assessor:
 - 1) The mileage reimbursement requests submitted by the Assessor do not include the nature of business, trip origin, or locations traveled. The county reimbursed the Assessor for mileage to locations outside the county for which no purpose was stated. The Assessor was paid \$633 and \$549 in 1999 and 1998 respectively, for such trips including one to Memphis, Tennessee. Mileage reports submitted to the county should contain sufficient information to ensure the mileage represents a valid cost.
 - 2) The county paid the Assessor approximately \$700 in 1999 and 1998 for mileage to Cape Girardeau to purchase office supplies which totaled approximately \$3,500 for both years. Similar supplies could have been purchased from local sources. In addition, on some of the trips only a small amount of supplies was purchased. These expenditures do not appear to be a prudent use of county funds. The County Commission should ensure county funds are spent only on items which are necessary and beneficial to county residents.

- 3) The county's travel policy states that expenses for approved travel will be reimbursed according to established allowances or actual costs, and that a travel expense voucher must be completed within ten days after returning from a trip. The County reimbursed mileage to the Assessor for several trips out of the county that were not approved prior to the travel. In addition, the mileage reimbursement claims were prepared quarterly by the Assessor, thus they were not submitted within the ten days required by the travel policy.
- B. The County Commission approved some payments to vendors without requiring the office holder to acknowledge receipt of goods or services by initialing the invoice. As a result, the county does not always have adequate assurance it is paying for actual goods and services received and approved by the applicable party.

To ensure the validity and propriety of expenditures, adequate supporting documentation, including acknowledgment that the specific goods and/or services were in fact received, should be maintained for all payments to vendors.

- C. Two road and bridge employees, and two Sheriff's department officers are allowed to use county vehicles to commute to and from work. The County Commission and Sheriff's department indicated these employees are on-call 24 hours a day for emergency situations.

Internal Revenue Service (IRS) reporting guidelines indicate personal commuting mileage is a reportable fringe benefit. Furthermore, IRS guidelines require the full value of the provided vehicle to be reported if the employer does not require the submission of detailed logs which distinguish between business and personal usage. Such logs are not maintained for these vehicles and are not required by the county.

Procedures have not been established to ensure IRS regulations are followed. As a result, the county may be subject to penalties and/or fines for failure to report all taxable benefits.

- D. The county receives 911 user fees from Southwestern Bell and purchases and maintains equipment and software necessary for the local 911 system. The cities of East Prairie and Charleston operate the local 911 system and pay all personal service costs associated with the system. There is no written agreement between the county and these cities documenting the services and costs to be provided by each entity.

Section 432.070, RSMo 1994, states all contracts entered into by the county shall be in writing and shall be signed by each of the parties or their agents.

Conditions similar to B, C and D were noted in our prior report. Although the County Commission and County Clerk stated they would work on these problems, it does not appear that adequate corrective action has been taken.

WE RECOMMEND the County Commission:

- A.1. Ensure mileage reimbursement claims include all destinations and nature of business.
- 2. Ensure all mileage reimbursements are a prudent use of county funds.
- 3. Enforce the travel policy stated in the county personnel manual.
- B. Require acknowledgment of receipt of goods and/or services prior to payment.
- C. Ensure the county complies with IRS guidelines for reporting fringe benefits related to county-owned vehicles.
- D. Enter into written agreements with the cities of East Prairie and Charleston regarding the local 911 system.

AUDITEE'S RESPONSE

- A. *The County Commission indicated these recommendations will be implemented immediately. They will send a memo to all employees detailing the travel requirements.*
- B. *The County Commission indicated they have implemented this recommendation for the work done by the Road and Bridge employees for other funds and will ensure they watch the other expenditures also.*
- C. *The County Commission indicated they will discuss options on how to report this and will choose the best option.*
- D. *The County Commission indicated they will obtain written agreements immediately.*

3. Statutory Salaries

The Mississippi County Salary Commission has the statutory authority to set salaries of the county's elected officials. County officials' salaries are based upon the county's assessed valuation, population, training attendance, or a combination of these factors. At the November 1997 meeting, the Salary Commission set salaries of the county officials at 90 percent of the maximum allowable compensation (which represents a salary increase); however, no effective date was indicated. This decision increased elected officials salaries by approximately \$47,000 annually. These increases were made effective in January 1999 for all officials regardless of whether they had started a new term. As a result, \$23,644 of these raises were granted to officials in the middle of their term.

RSMo 50.333, Cum. Supp. 1999, provides for the salary commission to meet in each odd-numbered year to determine the compensation to be paid to county officials beginning with

their next term of office. No written legal opinion was obtained to support the appropriateness of increasing some officials' salaries for those not elected in 1998.

WE RECOMMEND the County Commission consult with legal counsel regarding past and current actions of the salary commission and pay only the authorized salary set by the salary commission. The salary commission should ensure that its actions are clearly understandable to all officials as well as county taxpayers.

AUDITEE'S RESPONSE

The County Commission indicated they feel they acted in compliance with the statute changes; however, they will ensure their decisions are better documented in the future.

4. Sheriff's Accounting Controls and Procedures
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- A. The Sheriff's Jail Department receives prisoner board bills and inmate commissary monies. Accounting duties related to the jail are not adequately segregated. One deputy is primarily responsible for billing, receiving, depositing, and disbursing monies and maintaining the accounting records related to the board bills and inmate commissary funds. There is no documented reviews of the jail accounting records performed by a supervisor.

Proper segregation of duties helps ensure that all transactions are accounted for properly and assets are adequately safeguarded. Internal controls would be improved by segregating the duties of receiving and depositing receipts from recording and reconciling receipts. If proper segregation of duties cannot be achieved, at a minimum, periodic supervisory reviews of the records should be performed and documented.

- B. Receipt slips issued by the Sheriff's Jail Department are not prenumbered. To adequately account for all monies received, prenumbered receipt slips should be issued and procedures should be established to account for the numerical sequence of receipt slips.

WE RECOMMEND the Sheriff:

- A. Adequately segregate accounting duties to the extent possible or ensure periodic supervisory reviews are performed and documented.
- B. Issue prenumbered receipt slips for all monies received.

AUDITEE'S RESPONSE

The Sheriff indicated these recommendations have been implemented.

5. Prosecuting Attorney's Accounting Controls and Procedures

The Prosecuting Attorney's Office collects bad check restitution and fees. Bad check collection procedures require that the check issuer pay restitution using two money orders. One money order is made payable to the merchant for restitution and the other to the Prosecuting Attorney for the collection fee. Monies received are not deposited on a timely basis. During the two years ended December 31, 1999, receipts were deposited monthly. To adequately safeguard receipts and reduce the potential for loss, theft, or misuse of funds, deposits should be made daily or when accumulated receipts exceed \$100.

WE RECOMMEND the Prosecuting Attorney deposit all receipts daily or when accumulated receipts exceed \$100.

AUDITEE'S RESPONSE

The Prosecuting Attorney indicated she will implement this recommendation immediately.

6. Schedule of Expenditures of Federal Awards
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Section .310(b) of Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, requires the auditee to prepare a schedule of expenditures of federal awards (SEFA) for the period covered by the auditee's financial statements. The county is required to submit the SEFA to the State Auditor's Office as a part of the annual budget. For the SEFA to adequately reflect the county's federal expenditures, it is necessary that all federal expenditures be properly reported.

The county and health center do not have adequate procedures in place to track federal awards for preparation of the SEFA. For the years ended December 31, 1999 and 1998, the county's and health center's SEFA contained numerous errors and omissions. For example, expenditures relating to some federal grants were not included on the schedules. Other programs reported did not include the required CFDA number or pass-through grantor's number. In total, county expenditures were understated by approximately \$3,665 and \$2,132 for 1999 and 1998 respectively and health center expenditures were understated approximately \$67,053 and \$26,825 in 1999 and 1998 respectively.

Without an accurate SEFA, federal financial activity may not be audited and reported in accordance with federal audit requirements which could result in future reductions of federal funds.

WE RECOMMEND the County Clerk and Health Center Administrator prepare a complete and accurate schedule of expenditures of federal awards.

AUDITEE'S RESPONSE

The County Clerk and the Health Center Administrator indicated they will implement this recommendation immediately.

7. Personnel

- A. The County paid more than the basic cost of health insurance for two employees in the year ended December 31, 1999. The April 1999 minutes document the County Commission's approval for this additional payment for one of the employees.

The County's personnel policy states "Full-time employees will be enrolled without cost, in the basic group life and health insurance coverage program." The employees indicated above were enrolled in employee/child and employee/family coverage. Paying insurance premiums in excess of the basic coverage is not mentioned in the personnel policy.

- B. The county does not require some employees to submit a monthly time sheet. As a result, the County Commission has no formal documentation of work performed to support the payroll expenditure. Time sheets should be prepared by each employee and maintained to provide supporting documentation for payroll expenditures and to provide an adequate system of monitoring vacation, sick leave, and compensatory time taken and earned.

WE RECOMMEND the County Commission:

- A. Ensure decisions regarding employees compensation and benefits is documented, and in compliance with personnel policy.
- B. Ensure time sheets are prepared by all employees.

AUDITEE'S RESPONSE

- A. *The County Commission indicated they had approved the additional payment of the health benefits for these two employees. They will ensure decisions such as this are documented in the future.*
- B. *The County Commission indicated they will implement this recommendation immediately.*

This report is intended for the information of the management of Mississippi County, Missouri, and other applicable government officials. However, this report is a matter of public record and its distribution is not limited.

Follow-Up on Prior Audit Findings

MISSISSIPPI COUNTY, MISSOURI FOLLOW-UP ON PRIOR AUDIT FINDINGS

In accordance with *Government Auditing Standards*, this section reports the auditor's follow-up on action taken by Mississippi County, Missouri, on findings in the Management Advisory Report (MAR) of our prior audit report issued for the two years ended December 31, 1997. Finding numbers 5.B. and 12.A. are omitted since the related follow-up appear in an earlier section of this report. The prior recommendations which have not been implemented, but are considered significant, have been repeated in the current MAR. Although the remaining unimplemented recommendations have not been repeated, the county should consider implementing these recommendations.

1. Budgetary Practices

- A. Warrants were issued in excess of approved budgeted expenditures.
 - B. Formal budgets were not prepared for all county funds.
 - C.1. Public hearings were not held prior to the adoption of the budget amendments. Prior to amending the budgets, the expenditures of some funds exceeded the original budgets.
2. As a result of the budget amendments, the County Commission approved budgeted deficits of \$145,500, \$1,416 and \$141 for the Law Enforcement Sales Tax Fund, Crime Reduction Fund, and the Prosecuting Attorney Bad Check Fund, respectively.

Recommendation:

The County Commission:

- A. Not authorize warrants in excess of budgeted expenditures. Extenuating circumstances should be fully documented and, if necessary, the budgets properly amended following the same process by which the annual budget is approved, including holding public hearings and filing the amended budget with the State Auditor's Office.
 - B. Ensure budgets are obtained or prepared for all county funds.
 - C.1. Ensure budget amendments are made prior to incurring the actual expenditures and hold public hearings prior to adopting budget amendments as required by state law.
2. Discontinue deficit budgeting.

Status:

A,B,

C.1. Not implemented. See MAR No. 1.

C.2. Implemented.

2. County Expenditures

- A. The County Commission approved some payments to vendors without requiring acknowledgment of receipt of goods or services.
- B. The County Commission authorized expenditures for hams that were given to employees as Christmas gifts and for an employee Christmas dinner.
- C. The County Commission authorized expenditures totaling \$105,722 from the Special Road and Bridge Fund for county airport and county port authority expenditures.
- D. Two road and bridge employees were allowed to use county vehicles to commute to and from work.
- E. Various equipment costs were allocated 50 percent to the Johnson Grass Fund and 50 percent to the Road and Bridge Fund, however, there was no documentation available to support this allocation. In addition, transfers had not been made to reimburse personal service costs paid from the Road and Bridge Fund for work performed to control the Johnson Grass.
- F. There was no written agreement between the county and the cities that operate the local 911 system documenting the services and costs to be provided by each entity.

Recommendation:

The County Commission:

- A. Require acknowledgment of receipt of goods and/or services prior to payment.
- B. Ensure all county expenditures are reasonable and necessary and a prudent use of public funds.
- C. Reimburse the Special Road and Bridge Fund for airport and port authority expenditures with monies that are not restricted. In addition, ensure all future expenditures from the Special Road and Bridge Fund comply with statutes.
- D. Ensure the county complies with IRS guidelines for reporting fringe benefits related to county-owned vehicles.

- E. Allocate purchases of equipment to the Johnson Grass Fund and the Road and Bridge Fund based upon the applicable percentage of usage and document that allocation. In addition, the personal service costs incurred by the Road and Bridge Fund related to the Johnson Grass Fund should be reimbursed in a timely manner.
- F. Enter into written agreements with the cities of East Prairie and Charleston regarding the local 911 system.

Status:

A&D. Not implemented. See MAR No. 2.

B. Not implemented. The county spent \$2,432 for hams given as employee Christmas gifts and \$2,692 for employee Christmas dinners during the two years ended December 31, 1999. Although not repeated in the current MAR, our recommendation remains as stated above.

C. Partially implemented. During the year ended December 31, 1998, the County Commission authorized expenditures totaling \$14,306 from the Special Road and Bridge Fund for county airport expenditures. The county has not reimbursed the Special Road and Bridge Fund for the monies spent on the county airport. Although not repeated in the current MAR, our recommendation remains as stated above.

E. Implemented.

F. Not implemented. See MAR No. 2.

3. Construction of New Jail Facility

A. The County Commission entered into a preliminary design agreement with an architectural firm without any documentation of consideration of other firms.

B. The county did not obtain an independent appraisal to value land prior to purchase.

Recommendation:

The County Commission:

- A. Obtain information as required by law when contracting for professional services.
- B. Ensure justification of the selection process is thoroughly documented and an independent appraisal is obtained for future land purchases.

Status:

- A. Not implemented. See finding number 99-4.
- B. The county did not purchase any land during the audit period.

4. Statutory Salaries

- A. The County Commission increased the County Treasurer's salary based upon the current assessed valuation, however, there was no documentation available to support the decision.
- B. The County Clerk received additional compensation for acting as secretary for the Johnson Grass Fund Board and for the Road and Bridge Department; however, no statutory authority could be found for this additional compensation.

Recommendation:

The County Commission:

- A. Consult with legal counsel regarding past and current actions of the salary commission and pay only the authorized salary set by the salary commission. The salary commission should ensure that its actions are clearly understandable to all officials as well as county taxpayers.
- B. Discontinue the practice of paying the County Clerk additional salary for acting as secretary to the Johnson Grass Fund Board and the Road and Bridge Department.

Status:

- A. Implemented. However, a similar situation was noted. See MAR No. 3.
- B. Not implemented. While approval was documented in the commission minutes, consideration should be given to taking this issue before the Salary Commission. Although not repeated in the current MAR, our recommendation remains as stated above.

5. Senior Citizens' Sales Tax

- A. There was no statutory authority for the Senior Citizens' Advisory Council to maintain a checking account for the sales tax and make disbursements to various senior citizen organizations.

Recommendation:

The County Commission establish procedures to maintain accountability over senior citizens' sales tax monies and directly contract with senior citizens' organizations.

Status:

Implemented.

6. County Collector's Procedures and Commissions

- A. Monies received were not deposited intact as county employees were allowed to cash checks from receipts. In addition, the collector did not reconcile the receipts ledger which indicated the method of payment to the deposits.
- B. The County Collector had not taken corrective action for the Proposition C commission errors previously reported and had continued to make errors when calculating Proposition C commissions.

Recommendation:

The County Collector:

- A. Deposit all receipts intact and discontinue the policy of cashing personal checks for county employees. In addition, the composition of cash, checks, and money orders received should be indicated on tax receipts and should be reconciled to deposits.
- B. Compute Proposition C calculations in accordance with state law, and make adjustments to future school distributions to correct amounts over and under withheld.

Status:

- A. Partially implemented. The County Collector discontinued cashing personal checks, however, the composition of cash, checks, and money orders is not reconciled to the deposits. Although not repeated in the current MAR, our recommendation remains as stated above.
- B. Implemented.

7. Associate Circuit Division's Accounting Controls and Procedures

- A. Accounting and bookkeeping duties were not adequately segregated and an independent review of the deposits and accounting records was not performed.

- B. Checks received by the Associate Circuit Division were not restrictively endorsed immediately upon receipt, and monies were not always deposited on a timely basis.
- C.1. Formal bank reconciliations were not prepared on a timely basis for the Associate Circuit account or the Associate Circuit Interest account.
 - 2. Checks outstanding for more than a year, were still carried on the books.
 - 3. Amounts deposited were not reconciled to the receipts recorded on the one-write receipt ledger and the change fund was not maintained at a constant amount.

Recommendation:

The Associate Circuit Division:

- A. Adequately segregate accounting duties to the extent possible or ensure periodic supervisory reviews are performed and documented.
- B. Restrictively endorse checks for deposit immediately upon receipt and deposit receipts daily or when accumulated receipts exceed \$100.
- C.1. Perform bank reconciliations and post reconciling items on a timely basis so that errors or irregularities will be detected on a timely basis.
 - 2. Attempt to contact the payee of old outstanding checks. If the payees cannot be located, the balance should be distributed in accordance with applicable statutory provisions.
 - 3. Reconcile receipts to deposits and maintain the change fund at a constant amount.

Status:

A,B,
C.1,
&C.3. Implemented.

- C.2. Not implemented. Although not repeated in the current MAR, our recommendation remains as stated above.

8. Probate Court's Accounting Controls and Procedures

Accounting and bookkeeping duties were not adequately segregated and an independent review of the deposits and accounting records was not performed.

Recommendation:

The Associate Circuit Judge adequately segregate accounting and bookkeeping duties to the extent possible. At a minimum, the Associate Circuit Judge should perform documented reviews of the work performed.

Status:

Implemented.

9. Prosecuting Attorney's Accounting Controls and Procedures

- A. Accounting and bookkeeping duties were not adequately segregated.
- B. Prenumbered receipt slips were not issued by the Prosecuting Attorney's Office.

Recommendation:

The Prosecuting Attorney:

- A. Adequately segregate accounting and bookkeeping duties to the extent possible. At a minimum, the Prosecuting Attorney should perform documented reviews of the work performed.
- B. Issue prenumbered receipt slips for all monies received.

Status:

A&B. Implemented.

10. Sheriff's Accounting Controls and Procedures

Accounting and bookkeeping duties were not adequately segregated and there were no documented reviews of the accounting records performed.

Recommendation:

The Sheriff adequately segregate accounting duties to the extent possible or ensure periodic supervisory reviews are performed and documented.

Status:

Partially Implemented. See MAR No. 4.

11. County Health Center

- A. Primary Care funds were not included in the health center's beginning cash balances reported on the budget document, nor were actual and budgeted expenditures of Primary Care funds included on the budget.
- B. The general fixed asset records were incomplete, additions of fixed assets were not always recorded as they occurred, general fixed asset purchases were not reconciled to additions to the property records, and a summary of changes in general fixed assets at each year end reconciling beginning balances, additions and deletions was not prepared.
- C. The health center authorized expenditures totaling \$382 for Christmas gifts for the board members and contract doctors and a baby gift for the administrator. These expenditures did not appear to be a prudent use of health center funds.

Recommendation:

The Health Center Board:

- A. Ensure that all fund balances are included in the beginning cash balance on the health center's budget. In addition, the Health Center Board should ensure that all budget documents are complete.
- B.1. Maintain complete and accurate general fixed asset records in a manner that beginning balances, additions, and deletions can be reconciled to year-end balances.
 - 2. Record additions of general fixed assets as they occur and reconcile general fixed asset purchases to additions to the property records.
- C. Ensure all health center expenditures are reasonable and necessary and a prudent use of public funds.

Status:

A-C. Implemented.

12. Federal Financial Assistance

- B. The county did not require the Special Prosecutor to submit a monthly time sheet. As a result, \$2,186 was questioned costs for the HIDTA-SAUSA grant for 1997 and 1996.

Recommendation:

- B. The County Commission contact the federal grantor agency to resolve the questioned costs and ensure time sheets or other documentation to support federal personal service expenditures are maintained.

Status:

- B. Not implemented. See finding number 99-3.

13. Senate Bill 40 Board Fund

- A. The Board did not appear to have any definite plans for use of the excess cash which was being accumulated.
- B. The amounts of collateral securities pledged by the Senate Bill 40 Board's depository banks were insufficient to cover monies in the custody of the Senate Bill 40 Board Treasurer.

Recommendation:

The Senate Bill 40 Board of Trustees:

- A. Review its future financial needs, and consider such balance when setting future tax levies.
- B. Work with the Senate Bill 40 Board Treasurer to ensure adequate collateral securities are pledged for all funds on deposit in excess of FDIC coverage.

Status:

- A. Partially implemented. The Senate Bill 40 Board indicated they would like to build a group home in the future when they believe the county has a greater need for this service, and they realize this will cost a considerable amount of money to maintain. Although not repeated in the current MAR, our recommendation remains as stated above.
- B. Partially implemented. The Board had approximately \$50,000 each year that was not adequately collateralized. Although not repeated in the current MAR, our recommendation remains as stated above.

STATISTICAL SECTION

History, Organization, and
Statistical Information

MISSISSIPPI COUNTY, MISSOURI
HISTORY, ORGANIZATION,
AND STATISTICAL INFORMATION

Organized in 1845, the county of Mississippi was named after the Mississippi River. Mississippi County is a county-organized, third-class county and is part of the Thirty-Third Judicial Circuit. The county seat is Charleston.

Mississippi County's government is composed of a three-member county commission and separate elected officials performing various tasks. The county commission has mainly administrative duties in setting tax levies, appropriating county funds, appointing board members and trustees of special services, accounting for county property, maintaining county roads and bridges, and performing miscellaneous duties not handled by other county officials.

Principal functions of these other officials relate to judicial courts, law enforcement, property assessment, property tax collections, conduct of elections, and maintenance of financial and other records of importance to the county's citizens.

Counties typically spend a large portion of their receipts to support general county operations and to build and maintain roads and bridges. The following chart shows from where Mississippi County received its money in 1999 and 1998 to support the county General Revenue and Special Road and Bridge Funds:

SOURCE	1999		1998	
	AMOUNT	% OF TOTAL	AMOUNT	% OF TOTAL
Property taxes	\$ 524,700	20	557,236	23
Sales taxes	825,785	31	766,069	31
Federal and state aid	970,410	37	806,795	32
Fees, interest, and other	317,132	12	356,188	14
Total	\$ 2,638,027	100	2,486,288	100

The following chart shows how Mississippi County spent monies in 1999 and 1998 from the General Revenue and Special Road and Bridge Funds:

USE	1999		1998	
	AMOUNT	% OF TOTAL	AMOUNT	% OF TOTAL
General county government	\$ 735,027	32	712,155	32
Public safety	387,458	17	752,889	34
Highways and roads	1,203,391	51	775,748	34
Total	\$ 2,325,876	100	2,240,792	100

The county also received \$783,981 and \$408,834 of receipts in the Law Enforcement Sales Tax Fund

and expended \$1,465,333 and \$329,232 for the purpose of law enforcement in the years 1999 and 1998 respectively. The county received \$434,116 and \$337,152 in the Capital Improvement Sales Tax Fund and expended \$668,674 and \$0 for the purpose of furnishing the new courthouse and making the lease payments in the years 1999 and 1998, respectively. In addition, Mississippi County received \$1,287,207 and \$62,904 of receipts in the Building Fund and expended \$1,523,415 and \$661,156 for the purpose of constructing a new courthouse and jail facility in the years 1999 and 1998, respectively.

The county maintains approximately 40 county bridges and 400 miles of county roads.

The county's population was 16,647 in 1970 and 14,442 in 1990. The following chart shows the county's change in assessed valuation since 1970:

	Year Ended December 31,				
	1999	1998	1985*	1980**	1970**
	(in millions)				
Real estate	\$ 69.3	66.1	61.2	38.9	30.1
Personal property	27.6	27.8	10.7	8.3	5.4
Railroad and utilities	11.9	12.1	13.8	9.4	6.4
Total	\$ 108.8	106.0	85.7	56.6	41.9

* First year of statewide reassessment.

** Prior to 1985, separate assessments were made for merchants' and manufacturers' property. These amounts are included in real estate.

Mississippi County's property tax rates per \$100 of assessed valuations were as follows:

	Year Ended December 31,	
	1999	1998
General Revenue Fund	\$.26	.20
Special Road and Bridge Fund	.32	.32
Health Center Fund	.06	.03
Senate Bill 40 Board Fund	.10	.10
Johnson Grass Fund	.05	.05

Property taxes attach as an enforceable lien on property as of January 1. Taxes are levied on September 1 and payable by December 31. Taxes paid after December 31 are subject to penalties. The county bills and collects property taxes for itself and most other local governments. Taxes collected were distributed as follows:

	Year Ended February 28,	
	2000	1999
State of Missouri	\$ 33,004	32,114
General Revenue Fund	292,030	225,847
Special Road and Bridge Fund	349,513	339,680
Assessment Fund	49,183	50,290
Health Center Fund	64,127	34,966
Senate Bill 40 Board Fund	108,392	105,374
School districts	3,162,853	3,068,174
Library district	217,338	210,638
Ambulance district	276,122	307,044
Fire protection district	67,067	65,467
Johnson Grass Fund	54,491	53,002
County drainage ditches	70,995	61,063
Special drainage ditches	227,121	224,610
Cities	255,592	247,395
County Clerk	2,416	1,937
County Employees' Retirement	24,318	25,524
Commissions and fees:		
County Collector	5,596	5,457
General Revenue Fund	67,687	68,996
Total	<u>\$ 5,327,845</u>	<u>5,127,578</u>

Percentages of current taxes collected were as follows:

	Year Ended February 28,	
	2000	1999
Real estate	93.3 %	94.0 %
Personal property	88.3	89.7
Railroad and utilities	100.0	100.0

Mississippi County also has the following sales taxes; rates are per \$1 of retail sales:

	Rate	Expiration Date	Required Property Tax Reduction
General	\$.0050	None	50 %
General	.0050	None	None
Senior Citizens' Services	.0250	None	None
Law Enforcement Services	.0050	None	None
Capital improvements	.0050	January 2001	None

The elected officials and their compensation paid for the year ended December 31 (except as noted) are indicated below.

Officeholder	2000	1999	1998
County-Paid Officials:			
Jim Blumenberg, Presiding Commissioner	\$	24,572	17,500
Homer D. Oliver, Associate Commissioner		22,572	17,500
Martin Lucas, Associate Commissioner		22,572	17,500
Hubert DeLay, Jr., County Clerk *		39,474	34,000
K. Andrew Sneathern, Prosecuting Attorney		40,500	34,000
Larry Turley, Sheriff		37,800	35,000
Sandra Smoot, County Treasurer**		26,232	21,139
Charles R. "Ricky" Penrod, County Coroner		8,900	5,000
Raymond "Buddy" Marshall, Public Administrator***		10,983	10,035
Faye Elliott, County Collector,	39,514	35,363	
year ended February 28 (29),****			
W.R. "Bill" Thompson, County Assessor, year ended			
August 31,*****		36,900	36,900

- * Includes \$900 in annual compensation for acting as secretary for the Johnson Grass Board and \$3,600 in annual compensation for acting as secretary for the Road and Bridge Department.
- ** Includes commissions from drainage districts in the amounts of \$824 and \$674 for 1999 and 1998, respectively.
- *** Includes fees received from probate cases.
- **** Includes commissions from drainage districts and cities in the amounts of \$5,314 and \$5,613 for 1999 and 1998, respectively.
- ***** Includes \$900 annual compensation received from the state.

State-Paid Officials:

Karen S. Turley, Circuit Clerk and			
Ex Officio Recorder of Deeds		44,292	42,183
T. Lynn Brown, Associate Circuit Judge		87,235	85,158

A breakdown of employees (excluding the elected officials) by office at December 31, 1999, is as follows:

Office	Number of Employees Paid by	
	County	State
County Commission	0	0
Circuit Clerk and Ex Officio Recorder of Deeds*	2	6
County Clerk	2	0
Prosecuting Attorney**	3	0
Sheriff	7	0
County Treasurer	0	0
County Coroner**	1	0
Public Administrator	0	0
County Collector**	2	0
County Assessor	3	0
Associate Division	0	2
Probate Division	0	1
Road and Bridge	19	0
Health Center***	16	0
Jail***	30	0
Juvenile Detention Center	0	16
Civil Defense	1	0
Total	<u>86</u>	<u>25</u>

* Indicates one part-time employee paid by the county and one part-time employee paid by the county and the state.

** Indicates one part-time employee.

*** Indicates three part-time employees.

In addition, the county pays a proportionate share of the salaries of other circuit court-appointed employees. Mississippi County's share of the Thirty-Third Judicial Circuit's expenses is 26.83 percent.

The county entered into a lease agreement with a not-for-profit corporation (NFP) in November 1996. The terms of the agreement called for the NFP to issue bonds of \$3,985,000 for the purpose of constructing a new jail and for the NFP to lease the jail back to the county for payments totaling the principal and interest due on the outstanding bonds. The bonds are scheduled to be paid off in 2012. The remaining principal and interest due on the bonds at December 31, 1999 was \$3,620,000 and \$1,331,950 respectively.

At December 31, 1999, the county had bonds payable of \$165,000 consisting of general obligation bonds dated May 1, 1999, to finance the costs to repair and restore a main drainage ditch, three lateral ditches and one sub-lateral ditch located in Drainage District No. 23. Bond principal is due annually on March 1 at a rate not to exceed six percent.

The county entered into a lease purchase agreement with Citizens Bank on August 2, 1999. The terms of the agreement call for the county to lease the new courthouse to Citizens Bank, then Citizens Bank leases the courthouse back to the county with lease payments equal to the amount due

to retire the indebtedness. The lease is scheduled to be paid off in 2011. The remaining principal and interest due on the lease at December 31, 1999, was \$1,117,951 and \$300,282, respectively.